

# BOARD OF SUPERVISORS

*Brown County*



305 E. WALNUT STREET  
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## **PUBLIC SAFETY COMMITTEE**

Patrick Buckley, Chair  
Andy Nicholson, Vice Chairman  
Bill Clancy, Guy Zima, Patrick Evans

### **PUBLIC SAFETY COMMITTEE**

**WEDNESDAY, JULY 20, 2016**

**5:00 p.m.**

**Room 200, Northern Building  
305 E. Walnut Street, Downtown Green Bay**

**NOTICE IS HEREBY GIVEN THAT THE COMMITTEE MAY TAKE  
ACTION ON ANY ITEM LISTED ON THE AGENDA**

**PLEASE NOTE DATE, TIME & LOCATION**

**\*\*REVISED\*\***

- I. Call Meeting to Order.
- II. Approve/Modify Agenda.
- III. Approve/Modify Minutes of June 1, 2016.

### **Comments from the Public**

#### **Clerk of Courts**

1. Resolution re: Reclassification of the Clerk/Typist II Position in the Clerk of Courts Table of Organization.

#### **Sheriff**

2. Budget Adjustment Request (16-58): Any increase in expenses with an offsetting increase in revenue
3. Budget Adjustment Request (16-59): Any increase in expenses with an offsetting increase in revenue
4. Budget Adjustment Request (16-60): Any increase in expenses with an offsetting increase in revenue
5. Current Population Overview of the Brown County Jail.
6. Resolution re: Reorganization of the Sheriff's Department Table of Organization Housing Corporal and Intake Corporal.

#### **Medical Examiner**

7. Update and future projections.

#### **District Attorney**

- 7a. Resolution re: Reclassification of the LTE Legal Assistant I Position in the District Attorney's Office Table of Organization.

**Other**

8. Audit of bills.
9. Such other matters as authorized by law.
10. Adjourn.

Patrick Buckley, Chair

Notice is hereby given that action by the Committee may be taken on any of the items which are described or listed in this agenda.

Please take notice that it is possible additional members of the Board of Supervisors may attend this meeting, resulting in a majority or quorum of the Board of Supervisors. This may constitute a meeting of the Board of Supervisors for purposes of discussion and information gathering relative to this agenda.

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### **ADDITION TO PUBLIC SAFETY COMMITTEE**

Wednesday, July 20, 2016 @ 5:00 p.m., Room 200, Northern Building, 305 E. Walnut Street, Green Bay, WI

### **District Attorney**

#7a. Resolution Re: Reclassification of the LTE Legal Assistant I Position in the District Attorney's Office Table of Organization

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News media notified by fax 07/18/2016

Public Safety Cmte members and Board of Supervisors notified by e-mail on 07/18/16 and placing on desks 07/20/2016.

**PROCEEDINGS OF THE BROWN COUNTY**  
**PUBLIC SAFETY COMMITTEE**

Pursuant to Section 19.84 Wis. Stats., a regular meeting of the **Brown County Public Safety Committee** was held on Wednesday, June 1, 2016 at the Brown County Sheriff's Office, 2684 Development Drive, Green Bay, WI

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**Present:** Chair Buckley, Supervisor Nicholson, Supervisor Evans, Supervisor Clancy, Supervisor Zima  
**Also Present:** Michelle Conard, Justin Steinbrinck, Cullen Peltier, John Gossage, Matt Kriese, Chad Weininger, Barry Irmen, Dr. Vincent Tranchida

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**I. Call meeting to order.**

The meeting was called to order by Chair Buckley at 11:00 am.

**II. Approve/Modify Agenda.**

**Motion made by Supervisor Clancy, seconded by Supervisor Evans to approve. Vote taken. MOTION CARRIED UNANIMOUSLY**

**III. Approve/Modify Minutes of May 2, 2016.**

**Motion made by Supervisor Clancy, seconded by Supervisor Evans to approve. Vote taken. MOTION CARRIED UNANIMOUSLY**

**Comments from the Public.** None.

**1. Review Minutes of:**

- a. Local Emergency Planning Committee – LEPC (March 8, 2016 & May 10, 2016).
- b. Public Safety Communications Advisory Board (January 27, 2016).

**Motion made by Supervisor Clancy, seconded by Supervisor Evans to suspend the rules and take Items 1 a & b together. Vote taken. MOTION CARRIED UNANIMOUSLY**

**Motion made by Supervisor Clancy, seconded by Supervisor Nicholson to receive and place on file Items 1 a & b. Vote taken. MOTION CARRIED UNANIMOUSLY**

**Emergency Management**

**2. Budget Status Financial Report for April 2016.**

**Motion made by Supervisor Nicholson, seconded by Supervisor Clancy to receive and place on file. Vote taken. MOTION CARRIED UNANIMOUSLY**

**3. Discussion and possible action re: Request by the Town of Morrison for assistance in procuring a tornado siren. *Referred back to Public Safety.***

Supervisor Clancy indicated that nobody from the Town of Morrison could get off work to attend this meeting. Additionally, at their last Town meeting, Morrison said with their budget constraints they could not do anything to get a siren unless it was grant funded. Clancy would like to see some sort of warning system out there so that portion of the County gets coverage. He thought the cost would be about \$15,000 - \$25,000 for a siren. Buckley recalled the special Public Safety meeting held prior to the last County Board meeting and noted that information was presented that after the original sirens were put out the communities were responsible for adding and replacing their own sirens as their communities developed. He also noted the City of Green Bay is planning on adding sirens in the next year and they have been budgeting for them. Buckley feels a resolution should be put together outlining the criteria if the County is going to start paying for sirens. He continued that the last time the County Board voted on sirens was in

2004 and it was approved that the municipalities would pick up the costs of the sirens while the County would acquire and install the sirens.

*Supervisor Zima arrived at 11:09 am.*

Buckley said that if a change is going to be made, it should be made for all municipalities and the County should be prepared to add a whole bunch more sirens. One of the other things Buckley was asked to bring up by a supervisor is the fact that the County just gave the Town of Morrison \$10,000 to tear down a building and acquire the property, but it is his understanding that the property has not been acquired. Clancy said that the building has been torn down, but he does not know about the property. Director of Administration Chad Weininger said that to be fair to the Town of Morrison, he did not think it was ever their intention to acquire the property, although they did make that statement publicly. Originally there was talk about Morrison acquiring the land and redeveloping it, but they later clarified that they were just going to raze the building. Weininger did not know if the property has been sold as of this time.

Supervisor Nicholson asked what the proper procedure would be to follow if the County is going to go ahead and finance sirens throughout the County. Buckley said a resolution would be necessary to set forth how the County is going to finance sirens for the communities. Weininger added that if the money is to be taken out of the general fund, it would have to go to the Administration Committee for approval through a resolution and then to the full County Board. If this is something the Committee is looking at to be county-wide, Emergency Management would need to be involved to get a dollar value and if the number is large, it may be something that can be looked at in the 2017 budget.

Public Safety Communications Director Cullen Peltier said that Interim Emergency Management Director Justin Steinbrinck did some research on this and worked with the Land Information Office to come up with some figures and the numbers of sirens that would be needed to blanket the County. Steinbrinck said GIS was able to take the  $\frac{3}{4}$  mile range siren and the  $1\frac{1}{2}$  mile range siren and determine that about 128 of the  $\frac{3}{4}$  mile range sirens or 60 of the  $1\frac{1}{2}$  mile sirens would be needed to blanket the entire County. The cost for the  $\frac{3}{4}$  mile sirens would be approximately \$1.92 million dollars and the  $1\frac{1}{2}$  mile sirens would be approximately \$1.2 million dollars. Steinbrinck noted that there would likely be a bulk discount for this.

**Motion made by Supervisor Nicholson, seconded by Supervisor Clancy to refer to Administration to have a resolution drafted and have Emergency Management provide specific figures. *Motion withdrawn.***

Supervisor Evans said he is confused as to why this would need to be sent to Administration. He said a resolution would need to be put together with dollar amounts which would come from Public Safety and from there it should go to the Executive Committee for approval. Weininger said that per ordinance, to take funds from the general fund, it would need to go to Administration Committee.

Evans asked about municipalities purchasing their own sirens. Steinbrinck answered that since 2004 the municipalities have been required to purchase and install their own sirens and the County maintains the sirens. Evans asked who would have authority over the placement of sirens if the County would decide to purchase them and it was answered that the County would be placing the sirens. Evans asked what is lacking with the current siren system. Steinbrinck stated that the vast majority of the County is currently covered and he referred to the printout contained in the agenda packet. (It should be noted that Steinbrinck brought a jump drive to show a better view of the agenda packet materials, but at the time of the meeting, the power was out at the Sheriff's Department so the jump drive could not be viewed). Steinbrinck said over 90% of the County is covered by sirens at this time. Evans asked how the 10% not covered by sirens would be reached in the event of an emergency. Steinbrinck responded that there is a wide variety of more technologically advanced options available and said that weather radios are something that they highly advertise. He said that Ready Wisconsin and Wisconsin Emergency Management feel that everyone should have a weather radio in their home or business set to alert. In addition, TV, radio and cell phones also allow the opportunity to receive alerts immediately.

Evans asked what other means the County provides to notify the uncovered 10% of the County. Steinbrinck said he was not aware of anything that the County does at this time to alert those people. Evans asked what the cost would be to cover the 10% that is currently not covered. Steinbrinck said the numbers he shared above is what would be necessary to cover the uncovered portion of the County. Evans feels the County has a responsibility to provide some

111

sort of warning system; however, the other issue he sees is that all of the other municipalities have purchased their own sirens. Steinbrinck said the County has not paid for any other sirens and noted that on the siren roster that he provided, sirens 36 – 61 with the exception of 2, show 24 municipality owned sirens that would potentially have to be retroactively paid back in some way which would be in the area of \$360,000 - \$480,000. Steinbrinck said he assumed that if the County starts paying for sirens in the County right now, those who have already paid for their own sirens in the last 12 years could come back to the County for reimbursement. Evans said that that would be possible, but he did not feel the County would be providing any reimbursements. Evans understands the need to provide a service and he is glad that 90% of the County is covered. He feels it would be good to start educating the other 10%, but he does not like the idea of saying all of a sudden the County will pay for a siren when all of the other municipalities have paid for their own. Evans said he will support the current motion on the floor to gather more information, but he does not know whether he would support this in the end.

Zima asked if standards would be set for who gets a siren such as a certain population density. He feels it may be more cost effective to make weather radios available to those not covered by the sirens. Zima said before the County starts buying things, there has to be some standards set. He asked about the 24 sirens that have been purchased since 2004 and it was indicated that those were all new sirens, not replacement ones. Peltier said that what typically happens is the population outgrows the siren range. New subdivisions go up and the subdivisions do not have coverage when the rest of the municipality does and that is why a lot of the sirens go up.

Zima asked what the standard was for the County to purchase sirens. Peltier said that he thought this goes back to the Cold War era and sirens were put up for alerts and warnings, in addition to tornados. He guessed that there were probably grants available many years ago to put the sirens up and noted that they are all similar in age and style. After the system was in place, it stayed static for a long time. In 2000 or so they started putting sirens up in the outlying areas like Suamcio. Peltier continued that typically the Fire Chiefs in the communities take the reins on this and get the ball rolling and work with the elected officials to get the sirens put up. Zima asked what the County's policy was and Peltier responded that he is not aware that there was any policy until 2004. He said the sirens were in place and he did not think it was the County's intent at that time to purchase sirens for individual municipalities. Peltier recalled that Suamcio had put up a siren or two about the time that Peltier came on board with the County in 2002.

Zima reiterated that a concrete policy has to be considered and asked if there are documented lives saved by sirens. He feels that sirens are kind of a technology of the past because everyone now has television and radios and he questions how useful the sirens really are. Buckley also asked if sirens are outdated technology and noted that at the special meeting it was indicated that these sirens are not meant for people to hear within their homes. Steinbrinck agreed and said that the sirens are outdoor warning sirens which are meant to be helpful if you are outside on a trail, in a farm field or somewhere where you do not have means of information gathering. The purpose of the outdoor warning siren is for people to go inside and seek further information. Zima said just taking a look around when you are outside would give a reasonable person the indication that they should go inside. He asked again if there were any documented lives saved, and Peltier said that there are some examples of sirens being helpful, but there are no concrete numbers of actual lives saved that he is aware of.

Supervisor Van Dyck said this seems to be a fiscal issue with the Town of Morrison more than anything else and providing a siren could be opening up a can of worms. He recalled that the County just gave Morrison \$10,000 for the building referred to above and now they want a siren as well. The question is what will be the next request because they do not want to raise taxes in their township for things that other townships are raising taxes to pay for.

Van Dyck also noted that he is among the 10% of County residents who are not covered by a siren, but said that when a person chooses to live in a certain place, they choose to accept certain things. For example, he has his own well and septic system and does not rely on the government to provide those things. He feels that people need to take some of their own responsibility when they choose to live in certain areas, not only in Brown County but anywhere. If you put yourself in an area outside of certain services, then you have to take efforts to buy a radio or get a cell phone or whatever the case may be.

Evans agreed with Van Dyck but he does not have a problem with someone from the Town of Morrison coming to a meeting to try to justify this. Nicholson recalled that it was said that Morrison cannot come because everyone is working and he suggested a written document. Buckley said a special meeting was held in the evening and nobody

from the Town of Morrison showed up. Evans appreciates all the other municipalities putting money aside and figuring out what they feel is important and how to pay for it. He feels that sirens are important, but noted all of the other municipalities have been putting money aside to pay for their own sirens and foregoing other projects to fund sirens, and now one township is asking for a siren when they could go out and raise taxes to get it. He agreed with Zima in that this should be held for more information, but at this time, Evans is not sold on this.

Zima feels this is more county wide than just the Town of Morrison. He said what really needs to be taken into consideration is whether the County feels this is a valuable enough service for the County to embrace the program by operating it and paying for it. Zima said it appears the municipalities feel the sirens are important enough to put them up. Evans said there is already some cost sharing on the sirens because the County maintains them. Zima said it appears that communities do want the sirens and he felt that doing something like saying what the density of an area has to be before the County provides a siren needs to be done. He asked Steinbrinck if he felt the sirens are a valuable enough tool for safety of the community or if it is more feel good legislation left over from the past. Evans agreed with Zima and feels that maybe a good way to handle this would be to send this back to Emergency Management to provide a recommendation. Zima suggested a public hearing but Evans said he would rather have the County's professionals give a recommendation on this.

Zima feels everyone should have a device in their homes to warn them of dangerous weather. Steinbrinck said weather radios can be set to an alert mode to go off 24 hours a day to give warning of intense weather. The cost of a weather radio is about \$29.99. Steinbrinck said Midland Radio usually teams up with a local TV station to increase awareness and noted that Emergency Management works hard on awareness programs during Weather Awareness Week. Steinbrinck continued that he participated in the last event and programmed many, many radios. He said weather radios typically just sit there and do nothing, but are on standby ready to alert someone when a warning is issued. Weather radios can be programmed to go off for all sorts of occurrences such as floods, tornadoes, etc. Peltier added that they have done billboards and other public outreach because it is part of their grant funding requirements and weather radios are always part of the outreach. Emergency Management pushes the weather radios as a preferred method of alert notification.

Buckley feels it may be cheaper for the municipalities to provide their residents with weather radios at a discount. Peltier said that has been done in the past and he also noted that they worked with Morrison when the siren came down to provide discounted weather radios that they sold out of the Town Hall. Peltier said the cost sharing from the municipalities is something that other municipalities around the country do.

**Motion made by Supervisor Clancy, seconded by Supervisor Evans to refer to staff to come back with the most effective way to reach the communities in case of a weather alert. Vote taken. MOTION CARRIED UNANIMOUSLY**

#### **Public Safety Communications**

##### **4. Public Safety Communications Budget Status Financial Report for April 2016.**

**Motion made by Supervisor Nicholson, seconded by Supervisor Evans to receive and place on file. Vote taken. MOTION CARRIED UNANIMOUSLY**

##### **5. Director's Report.**

Public Safety Communications Director Cullen Peltier noted that his department is currently down one position. They are always in the process of hiring and they are currently recruiting and will be doing some testing later in the month to keep the eligibility list up. With regard to the text to 911 project, Peltier said that phone software has been upgraded and paperwork has been submitted to the FCC to notify the cell carriers. One of the cell carriers has replied and they will begin doing some testing. A group of staff is working at putting together a policy and he did not think this should take too long. Peltier continued that the CAD project has worked its way through Public Safety Communications, Technology Services, and Risk Management and is currently at Corporation Counsel waiting for approval for the contract. Once it is approved, the project will begin in earnest and hopefully get done in a relatively quick period of time. Peltier concluded by noting that the Communications Specialist is still out and will probably be out through October. They are working through that and training additional staff which will help succession planning down the road. |||

Evans said that in the future he would like to see written reports from the department heads contained in the agenda packet as he finds this helpful to review prior to the meeting.

**Motion made by Supervisor Nicholson, seconded by Supervisor Clancy to receive and place on file. Vote taken.  
MOTION CARRIED UNANIMOUSLY**

**District Attorney**

6. **Discussion re: Request Judge Atkinson to review a court order seizure of a vehicle when there is a conviction of OWI/DWI and revoked license. *Held for one month for review by the District Attorney's office.***

Buckley noted this item had been held from a prior meeting. DA Lasee could not be at this meeting, but he did provide a written statement on this. Nicholson referred to earlier comments by the DA that it did not appear that the seizure of an OWI defendant's motor vehicle is allowed. He said it appears that under Wisconsin Act 100 vehicles cannot be seized but he recalled that at one time they could seize vehicles. Nicholson would like to see this changed back and questioned if a resolution to the State asking them to change this law would be appropriate and proper. Buckley said a resolution would be a starting point. Weininger added that a resolution should be drafted with a recommendation that it be sent out after the November 11 elections and a new legislative session is started. He would recommend a resolution be presented to the County Board in December so it reaches the State in January.

Nicholson feels seizure would be another tool for law enforcement to prevent future OWIs. Right now a lot of money is being spent on enforcement which Nicholson feels is a band aid. He realizes that seizure will not stop all OWIs but it will stop some and he is trying to think outside of the box to help the community have some type of safety against drunk driving. He feels there would be a substantial amount of people who would not be able to drive if their vehicle is gone but realizes there are others who will find another vehicle, but this would hold people accountable and help eliminate repeat OWIs. Nicholson feels this would be a good safety net for the public.

Evans said that although he appreciates Nicholson's intent, he will not support this. He noted that he is not pro drunk driving and he appreciates the deterrent aspect of this, but he said that he knows people who have made the mistake of driving drunk and he feels that taking their cars away would be more detrimental to their livelihood and what they are trying to do in getting back on track. Evans also noted that there are people that own numerous vehicles and he wondered how this would affect that situation. Nicholson acknowledges that some people would fall into the group that would have another vehicle available, but there are also people who would not fall into the group. Nicholson realizes that this will not stop drunk driving 100% but he is trying to come up with ways to help law enforcement as nobody else has taken a lead on this and he would like some support. He asked if drugs were found in a vehicle if the car could be seized. Sheriff John Gossage said that it would depend on the cost of the vehicle. Evans said it appears there are some arbitrary factors that are considered. He reiterated that he appreciates what Nicholson is doing, but he just does not feel comfortable with it. Zima added that he has read articles recently that say that rather than building bigger and bigger jails, treatment centers should be built to treat the drinking problem with long term programs. He does not know how to stop the problem and for people who are not habitual offenders, if you make their life so hard that they cannot support themselves, the families will suffer. Further, Evans said that there would be a lot of factors to consider such as leased vehicles and vehicles with large loans.

Van Dyck commented that he will support Nicholson out of respect to his father who had this idea a number of years ago. Nicholson thanked Van Dyck and commented that it is just a matter of common sense.

**Motion made by Supervisor Nicholson, seconded by Supervisor Clancy to direct staff to draft a resolution for the State to revert back to original language to allow judges to order seizure of vehicles in OWI cases. Vote taken.**

**Ayes: Nicholson, Clancy, Buckley, Zima**

**Nay: Evans**

**MOTION CARRIED 4 TO 1**

**Motion made by Supervisor Evans, seconded by Supervisor Zima to suspend the rules and take Item 13 at this time. Vote taken. MOTION CARRIED UNANIMOUSLY**

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**7. District Attorney's Report.**

**Motion made by Supervisor Evans, seconded by Supervisor Nicholson to receive and place on file. Vote taken.  
MOTION CARRIED UNANIMOUSLY**

**Medical Examiner**

**8. Update and discussion re: autopsies and the Medical Examiner's Office.**

Medical Examiner Director of Operations Barry Irmen provided the Committee with updated financial reports as well as the Medical Examiner Activity Spreadsheet, copies of which are attached. Irmen reported there were 38 investigations, 12 autopsies and one external exam in May. There were also 100 cremations. Obviously one of the topics is the autopsy numbers and Irmen noted that he has been asked about this several times. He explained that when conversations were first started with Brown County, it was indicated that there would need to be about 200 cases to support a physician here and Irmen believes Brown County will be at or past that number by the end of the year. Projecting numbers off of the numbers to date, by the end of the year autopsies will probably be in the area of 180. Irmen wanted to be sure the Committee is aware of this and said that obviously the agreement that he has with Brown County will have a significant financial impact because they will be well over the number in the contract amount.

Zima feels Irmen and his staff is doing the job that the County expected them to do and there are a lot of people in the County who feel this should have been done a long time ago. He said the fact that we have our own satellite here is very appreciated by the community. Zima continued that any time there is any question about a death, an autopsy should be done. When the County went from a coroner to a medical examiner, the argument was that it would add professionalism and that slid backwards within a few years. The department was run on the cheap and the communities had the loss.

Irmen said there would be many things to think about in having a physician here. These are things that would have to be worked on with administration and some of the things to think about include whether the County buys a facility and refurbishes it, or whether the County builds a facility on land that the County already owns or buys. Irmen stated he can work on some numbers with Dane County to put a physician up here which would cover about 90% percent of the time. He said there will still need to be considerations made for vacations and some weekends and holidays where people may need to be moved to Dane County for autopsies. Zima asked if there are any pathologists in the local hospitals that could be contracted with. Irmen responded that pathologists in the hospitals are clinical pathologists, not forensic pathologists. He would also advise against using a non-Board certified forensic pathologist due to the difference in training. Dr. Vincent Tranchida added that non-Board certified forensic pathologists typically have more experience in tumor work and natural disease but they do not have as much experience and training in dealing with things such as abuse, neglect, mechanics of gunshot and stab wounds, range of fire, etc. and as a result they are a little out of their depth when it comes to testifying in these sorts of cases.

Zima asked if there was any capacity for Dane County to send a physician to Brown County to cover times when a full time physician would be unavailable for things like holidays and vacations. Dr. Tranchida said they could try to work on something like that but the biggest challenge he sees would be providing coverage for all three counties at the same time. Zima feels that as this develops more counties will be using Brown County. Irmen agreed and said there is the possibility that it could grow so much that a full-time and part-time pathologist would be needed, and, if this were the case, days off could be covered in-house. He said it would be cost prohibitive for Dane County to send a doctor up here to cover days off and holidays because they would have to backfill a doctor in Dane County.

Buckley feels it would probably be a good idea to start developing a plan on how to move forward. A plan with one doctor would be a good place to start and if Brown County becomes more of a regional type of facility, we can look at expanding even further. With regard to the investigative part, one of the big things is to be sure that the County is getting more investigations and cases are looked at more closely. Buckley asked Irmen and Dr. Tranchida to give a little history on how they have moved forward in the last six months and how things are working out. Evans would also like to hear what challenges they are having.

Dr. Tranchida responded that they started developing the office in November or December and the transition formally occurred in January. He feels that for the most part things are going well and they are receiving good feedback from partners in law enforcement and the district attorney's office and, in addition, they are getting positive comments from families and even some funeral homes. He said they have changed the standard a little bit and are trying to establish more of a medical scientific approach in accepting and releasing cases and, in addition, the workload has changed which is one of the transitions for the current staff. There has been some attrition because of the change in workload and change in expectations, but the people that have remained have been very dedicated and very committed to the transition and have been eager to take on the added responsibilities. The biggest challenge and surprise is the planned case volume versus the actual case volume. Dr. Tranchida said the actual case volume more accurately reflects the population of Brown County, Door County and Oconto County. He said Green Bay is a large, well developed community and he feels the numbers they are seeing are more of an accurate representation of what this community should expect. Dr. Tranchida hopes they have been very responsive to all of the partners and said that they listen very closely to the concerns of law enforcement, the district attorneys and the families. They take concerns very near and dear to their heart regarding whether a case is brought in for examination and he said that this is a previous issue that they have tried to solve. Dr. Tranchida continued that as time develops they will get the staffing levels resolved and noted that they are a little low on investigators in Door and Oconto Counties but they hope to have additional hires and training very soon. By the end of the year Dr. Tranchida said they should have an accurate estimate of the true numbers and whether it is cost-effective and advantageous to move forward in establishing an office here.

Buckley said part of the concerns that were raised is who is coming to the scene or the availability of consulting with the doctors being from Madison and he asked how that has been working. Irmen said he feels it is working well and as discussed initially all of the cases are being cleared with pathologists before a release decision is made. He noted that there have been a few homicides in Brown County and there were doctors with those and he feels that they worked well with the Sheriff's Department and the Green Bay Police Department on those cases. There have also been doctors up for a few other more complicated cases and Irmen does not feel the drive time has been an issue in these cases. He said when there is a homicide everything slows to a crawl so nobody misses anything. They were able to be up here for the most-recent homicide in short order and did not hold up any of the process of law enforcement.

Sheriff Gossage wished to applaud Irmen's office for what was done to assist his agency and he also noted that he is hearing from his investigators that the services being provided are like night and day of what was previously provided. Dr. Tranchida added that they are trying to make sure the new investigators and previous staff have supervision from one of the doctors or senior investigators at Dane and, in addition, all cases are cleared with the on-call doctor by phone on a case-by-case basis so there is a lot of support for the investigator on duty.

Evans referred to the attrition talked about earlier and Irmen said there has been attrition in all three counties. It was said that they will try to put on three or four part-time investigators in Brown along with three or four in Oconto and two or three in Door County. He noted that the bar has been raised significantly from what it was before and if he was an investigator getting paid x amount of dollars and now has to do additional things as part of a complete investigation, he may look at that as a reason to leave. He said that they have spent a good amount of time and resources to train people with the hopes that they will stay.

Evans asked if the standards of the forensic pathologists were not being met in the past. Irmen responded that the standards were different because there was a lay person in charge of the office. Irmen would not comment further on what was happening before and said it would be unfair for him to make a blanket statement as he has not pulled out previous records to look at. Evans said the fact of the matter seems to be that this is an important subject that is important to the people of Brown County and he wants to know if the process is better now than it was in the past. Irmen responded that the level of service that the residents of Brown County are getting is higher than it was before because there are different resources. There are forensic pathologists guiding the direction of the office and mandating policies and making sure there is no variance in the policies.

Dr. Tranchida added that no matter how good the intentions are, if you don't know what you don't know, you are working at a deficit. He continued that the previous administrations of many who work in this field are at a disadvantage when they do not have the background that a physician medical examiner comes in with. Physical medical examiners have a little more knowledge of medicine, pathology, anatomy, physiology and changes in the body

which helps them a lot in interpretation and in what they are looking for on many different levels such as natural disease, trauma, abuse, neglect, homicide and suicide. He continued that in the past it appeared that people tried to make decisions with the tools at their disposal and they are now coming to the table with more and better tools.

Irmen wanted the Committee to be aware that the transportation line of the budget is well over budget. This is the line item that pays to have a decedent moved from the scene of death in Brown, Door or Oconto County to St. Vincent Hospital if they cannot be released because the family has not made a choice for a funeral home or if the family is not present at the scene or if there is going to be an autopsy or examination. Irmen continued that there was an agreement prior to January 1, 2016 where the funeral homes were told by the Medical Examiner's office that the fee for transport would be \$150 and if the funeral home got to serve the family, the fee would be \$80. Since January, the funeral homes have been charging anywhere between \$85 - \$400 for transportation costs. Irmen said the agreement in the past was that the Medical Examiner's office would use the closest funeral home to the scene of the death and when he came up here they polled the funeral homes to see if they wanted to keep the same arrangement or go into a rotation. The funeral homes wanted to keep the same arrangement, but Irmen noted that the expense is quite high for that. Irmen said the funeral homes can charge whatever they want; the Medical Examiner's office cannot dictate what they will pay them. Irmen said an RFP for transportation services could be considered, or they can leave it the way it is or come up with some other alternative. He just wanted the Committee to be aware of this because they went over the budgeted amount in the beginning of May. Buckley asked Irmen to prepare a few different options for the next meeting including if we stay the same, what the projected costs would be or check to see if there is a max reimbursement for this that the County is willing to pay and let the funeral homes decide if they want to stay on board.

Irmen said the funeral homes that come to make a removal do not engage the family to advertise their services because this was a big complaint in the past. Another past complaint was that the decedent is left stored at the funeral home that made the removal and the family would then feel obligated to use that funeral home. In an effort to make it neutral and treat everyone fairly across the board, if the family does not pick a funeral home or there is no one there to pick, the decedent goes to St. Vincent and then the family can choose whoever they want. They do not let funeral homes engage the family in providing services when they are providing services for the Medical Examiner's office.

This will be brought back at the next meeting as an agenda item for further information.

**Motion made by Supervisor Nicholson, seconded by Supervisor Evans to receive and place on file. Vote taken.**  
**MOTION CARRIED UNANIMOUSLY**

**Clerk of Courts**

9. Request for representation from the Clerk of Courts and Courts to attend each meeting monthly to provide monthly updates including various reports as requested by this committee. *Standing Item.*  
a. Budget Status Financial Report for April 2016.

**Motion made by Supervisor Nicholson, seconded by Supervisor Evans to receive and place on file. Vote taken.**  
**MOTION CARRIED UNANIMOUSLY**

**Sheriff**

10. Sheriff Budget Status Financial Report for April 2016.

**Motion made by Supervisor Nicholson, seconded by Supervisor Zima to receive and place on file. Vote taken.**  
**MOTION CARRIED UNANIMOUSLY**

11. Budget Adjustment Request (#16-42): Any increase in expenses with an offsetting increase in revenue: Increase overtime and fringe benefits to reflect participation in the Speed Enforcement grant from Wis. DOT BOTS Office.

This request is to increase overtime and fringe benefits to reflect participating in a Speed Enforcement grant from the Wis. DOT BOTS Office. This grant is administered by the Green Bay Police Department with a pass-through to the Sheriff's Office and runs through September 2016. Increased expenses are offset by grant revenue. Similar grant programs have been provided to the County in prior years. It was not included in the 2016 budget because the WIS

DOT did not offer it when the budget was created. Revenues would be increased by \$22,000 and offset by increase in expenses of \$22,000. There is no levy effect.

**Motion made by Supervisor Zima, seconded by Supervisor Nicholson to approve. Vote taken. MOTION CARRIED UNANIMOUSLY**

- 12. Budget Adjustment Request (#16-43): Any increase in expenses with an offsetting increase in revenue: Increase overtime and fringe benefits to reflect participation in a state Crisis Intervention Training grant passed through from Winnebago County.**

This request is to increase overtime and fringe benefits to reflect participating in a state Crisis Intervention Training grant passed through from Winnebago County. This grant pays for wages and fringes to back fill positions to cover training hours. Increased expenses are offset by grant revenue. This was a new grant in 2016 and therefore was not included in the 2016 adopted budget. Revenues would be increased by \$5,428 which would be offset by increase in expenses of \$5,428. There is no levy effect.

**Motion made by Supervisor Nicholson, seconded by Supervisor Clancy to approve. Vote taken. MOTION CARRIED UNANIMOUSLY**

- 13. Request from Education & Recreation Committee to hire a full time deputy to service Fonferek Glen on a seasonal basis.**

*Although shown in the proper format here, this Item was taken following Item 6.*

Van Dyck said the reason this was put forward is because there have been some issues at Fonferek's Glen. There are a number of steps being taken to try to resolve some of the issues. There will soon be a gate placed across the park entrance to close the park off in the evening and, in addition, the County will be putting up "no parking" signs on County MM to help alleviate some of the parking issues. Van Dyck also thinks the Town of Ledgeview will be putting up "no parking" signs on the adjacent town roads and further, the parking lot is being expanded from eight spots to 54 spots. Van Dyck continued that there are problems within the park including drug and alcohol activity, particularly by youth after hours. The kids get down into the quarry which is hard to police and Van Dyck said they are working with the Park Department to consider putting on a full-time park ranger at the park, at least seasonally, to address this but he noted there is no money in the budget for this year to do that. One of the thoughts was then to reach out to the Sheriff's Department to see if they could assist with patrolling the area a little more, including increasing patrols when the "no parking" signs are put up to issue citations for people who do not follow the signs. Van Dyck feels it will take some law enforcement assistance to nip these issues in the bud and turn the tables and get the park back under control.

Assistant Park Director Matt Kriese said the park attendance has nearly tripled in the last six years. The park is being used by a lot of families which is important as the park is a very unique geological feature for the County, but it is also known to be a place to hang out among some of the schools, including as far away as Oconto. Kriese said the Parks Department does their best to get out there as often as they can, but they are spread thin like every other department. They do get out there about three times a week and walk the entire park, but as Van Dyck said, the park needs to be hit hard by law enforcement in a short period of time to get the behavior nipped.

Evans understands there are issues at Fonferek's Glen, but he is absolutely against hiring a full-time deputy to service the park on a seasonal basis and thinks it would be an inefficient use of resources. He continued that he is fully confident in the abilities of the Sheriff's Department to understand the situation that exists and utilize the resources they have to patrol the park appropriately. Evans said he has parks in his district where there have been some issues in the past. He reiterated that he has full confidence in the Sheriff's Department in managing this situation going forward and he will not support this at this time.

Nicholson asked if selling the land has ever been considered as he feels the land has been a problem ever since the County took possession of it. Kriese said that through the grant mechanism in 1991, there is a provision that the land cannot be sold. ///

Clancy asked if the County could put a deputy out there for one season to give the message that the County will not tolerate bad behavior and then put a park ranger out there the next year. He feels that action should be taken right now. Buckley does not believe the County has an extra deputy to put out there. Further, the cost would be in the area of \$130,000 - \$140,000 for a car and a deputy and it would end up being the most senior job so the most senior officer would be out there sitting in a squad. Buckley does not think a deputy is the best solution however; he feels that once the signs are posted, vehicles should be towed if they do not follow the signs as this would discourage the kids from coming back.

Sheriff John Gossage added that another initiative they have looked at is reaching out to the school resource officers to let the school kids know their cars will be towed if they do not follow the signs and that serious action will be taken for doing illegal things in the park. Buckley also noted that it probably was not a good idea for a deputy to be going through the park at night alone. Gossage said they have had good luck in the past with park rangers who work at Bay Shore and have access to a radio as a security presence; this is a better use of resources because the park rangers are paid less than deputies.

Zima asked what the official status of this property is. Van Dyck said it is a full County park. He explained there was only parking for about eight to ten cars, but with the expanded parking that was financed by taking funds from the Friends budget, some of the parking issues should be alleviated but the other issues will not be alleviated. Kriese said that the parking project should be done by the end of the day. On a busy weekend there can be as many as 100 cars on the road so the additional spots will not accommodate all of the people, but it should limit the number of people in the park because there will be no parking anywhere around it. Van Dyck continued that there is private land all around the park and people are walking over private property to get into the park and then they come out by crossing over the private property again. He added that MM is not that wide and people are not able to get completely off the road so that also creates a safety hazard.

Evans asked for a specific definition of the problem that are happening at Fonferek's Glen and he would also like to know if there are any instances of park rangers being assaulted. Kriese reiterated that the attendance has nearly tripled in the last six years at the park. Just like any park area, not everyone is there to cause trouble and he feels that the vast majority of people are there to see the geological features which are really the draw. Kriese said that the park is where the Niagara Escarpment shows its face in the County and also said that one of the two natural arches in the Midwest is located at Fonferek's Glen. Kriese said there are many areas for kids to get in the park and hide. There is a ravine that drops down 30 - 40 feet. Kids get down there and they are drinking and smoking marijuana and they feel safe and secure doing it because they are hidden. It is not like a city park where they can be seen. There are also problems with people trespassing on private property due to the parking issues, but Kriese feels the "no parking" signs should help with that and will also give a tool for the Sheriff's Department to tow cars that are illegally parked. He answered Evans' question about assaults on park rangers by saying that there have been zero reports. He said there are five rangers for the entire County and none of them are dedicated specifically to Fonferek's Glen, but a ranger does get out there three times a week at various times throughout the day.

Van Dyck appreciates that this is a difficult situation to react to in a short period of time and also appreciates the cost involved with trying to do something. He feels we should give a chance to the "no parking" signs to see how they work and then come back in 60 days with a report. He also said that if something else cannot be done for summer, maybe it is something that should be proactively looked at now between the Parks Department and Sheriff's Department budget for something like deputizing a park ranger or getting someone out there on a more regular and frequent basis with more hours. He feels that if the reputation can be changed, things will improve. Now the park seems to have a reputation that it is a place for kids to go and they will continue to go until someone gets arrested or fined, and then they will decide it's not the cool place anymore and things will turn around.

Zima asked if there are "no smoking" and "no drinking" signs at the park. Kriese said that people are allowed to drink out there if they are of legal age. It does not appear to be a family picnic place to Zima and he does not feel it should be a place where people come to hang out all day drinking beer. Evans recalled the problems were said to be underage drinking, not adults drinking. Zima noted that it is not a picnic type park and asked if the crowds are large enough that the County could run a refreshment stand. Kriese said that on the weekends there are probably a few hundred people a day, but as far as a refreshment stand, Fonferek's Glen would not be the best park to do that at. ///

Zima said that he is interested in ways to cut the costs of having someone in the park and having a refreshment stand where the person could also police the park may work.

**Motion made by Supervisor Evans, seconded by Supervisor Nicholson to have the Sheriff's Department and Park Department come back to the next regularly scheduled meeting to give a report as to what the Sheriff's Department and Parks Department have been doing, including patrolling the park and issuing citations. Vote taken. MOTION CARRIED UNANIMOUSLY**

**14. Sheriff's Report.**

Sheriff Gossage reported that they will be hiring six patrol deputies on June 6. There has been a massive influx of vacancies and retirements based on when the window was opened up in the past.

Gossage also said that he will be contacting the schools regarding Fonferek's Glen to get the word out as it is important to get the word out.

**Motion made by Supervisor Nicholson, seconded by Supervisor Evans to receive and place on file. Vote taken. MOTION CARRIED UNANIMOUSLY**

**Circuit Court, Commissioners, Probate**

**15. Budget Status Financial Reports for April 2016.**

**Motion made by Supervisor Nicholson, seconded by Supervisor Evans to receive and place on file. Vote taken. MOTION CARRIED UNANIMOUSLY**

**Other**

**16. Audit of bills.**

**Motion made by Supervisor Evans, seconded by Supervisor Clancy to pay the bills. Vote taken. MOTION CARRIED UNANIMOUSLY**

**17. Such other matters as authorized by law.**

Buckley said that Supervisor Evans has offered to stay on the Criminal Justice Coordinating Board if nobody has a problem with that. Nobody objected to this.

**18. Adjourn.**

**Motion made by Supervisor Nicholson, seconded by Supervisor Clancy to adjourn at 12:44 pm. Vote taken. MOTION CARRIED UNANIMOUSLY**  
Respectfully submitted,

Therese Giannunzio  
Recording Secretary

July 20, 2016

TO THE HONORABLE CHAIRMAN AND MEMBERS  
OF THE BROWN COUNTY BOARD OF SUPERVISORS

Ladies and Gentlemen:

**RESOLUTION REGARDING RECLASSIFICATION OF THE  
CLERK/TYPIST II POSITION IN THE  
CLERK OF COURTS TABLE OF ORGANIZATION**

WHEREAS, the Brown County Clerk of Courts Office has a high volume of court appeals that must be responded to in a timely fashion; and,

WHEREAS, the Clerk of Courts Office has requested to reclassify a Clerk/Typist II position to a Deputy Clerk of Courts I to create more flexibility within the department when assigning Deputy's to court appeals; and

WHEREAS, due to the complexity of the work being performed, a Deputy Clerk of Courts I position is required; and

WHEREAS, the Human Resources Department in conjunction with the Clerk of Courts Office recommends the reclassification of 1.00 FTE Clerk/Typist II position to 1.00 FTE Deputy Clerk of Courts I in Pay Grade 14 of the Classification and Compensation Plan.

WHEREAS, the cost of this reclassification will be offset by deleting (0.80) FTE Deputy Clerk of Courts I position when the current employee retires on July 6, 2016.

NOW, THEREFORE, BE IT RESOLVED by the Brown County Board of Supervisors, the reclassification of 1.00 FTE Clerk/Typist II position in the Clerk of Courts table of organization to 1.00 FTE Deputy Clerk of Courts I in Pay Grade 14 of the Classification and Compensation Plan, effective July 7, 2016, contingent upon the scheduled retirement of the 0.80 FTE Deputy Clerk of Courts I position.

BE IT FURTHER RESOLVED by the Brown County Board of Supervisors, the deletion of (0.80) FTE Deputy Clerk of Courts I position effective July 7, 2016.

**Budget Impact:**

## Clerk of Courts

<b>Partial Year Budget Impact (7/1/15 – 12/31/16)</b>	<b>FTE</b>	<b>Addition/ Deletion</b>	<b>Salary</b>	<b>Fringe</b>	<b>Total</b>
Clerk/Typist II	(1.00)	Deletion	\$(13,631)	\$( 6,996)	\$(20,627)
Deputy Clerk of Courts I	(0.80)	Deletion	\$(11,912)	\$( 5,752)	\$(17,664)
Deputy Clerk of Courts I	1.00	Addition	\$ 19,169	\$ 7,823	\$ 26,992
<b>Partial Year Budget Impact</b>			<b>\$( 6,374)</b>	<b>\$( 4,925)</b>	<b>\$(11,299)</b>

<b>Annualized Budget Impact</b>	<b>FTE</b>	<b>Addition/ Deletion</b>	<b>Salary</b>	<b>Fringe</b>	<b>Total</b>
Clerk/Typist II	(1.00)	Deletion	\$(27,261)	\$(13,993)	\$(41,254)
Deputy Clerk of Courts I	(0.80)	Deletion	\$(23,824)	\$(11,504)	\$(35,328)
Deputy Clerk of Courts I	1.00	Addition	\$ 38,337	\$ 15,647	\$ 53,984
<b>Annualized Budget Impact</b>			<b>\$(12,748)</b>	<b>\$( 9,850)</b>	<b>\$(22,598)</b>

*Fiscal Note: This resolution does not require an appropriation from the General Fund. The resolution reduces employee expenditures in the Clerk of Courts 2016 budget by \$11,299.*

Respectfully submitted,  
PUBLIC SAFETY COMMITTEE &  
EXECUTIVE COMMITTEE

Approved By:

\_\_\_\_\_  
TROY STRECKENBACH  
COUNTY EXECUTIVE

Date Signed: \_\_\_\_\_

Authored by Human Resources

Approved by Corporation Counsel's Office



HUMAN RESOURCES DEPARTMENT

Brown County

305 E. WALNUT STREET  
P.O. BOX 23600  
GREEN BAY, WI 54305-3600



BRITTANY ZAEHRINGER

PHONE (920) 448-4071 FAX (920) 448-6277 WEB: [www.co.brown.wi.us](http://www.co.brown.wi.us)

HUMAN RESOURCES DIRECTOR

**RESOLUTION/ORDINANCE SUBMISSION TO COUNTY BOARD**

**DATE:** May 26, 2016  
**REQUEST TO:** Public Safety Committee  
**MEETING DATE:** June 1, 2016  
**REQUEST FROM:** Brittany Zaehring  
Human Resources Director

**REQUEST TYPE:** ☒ New resolution ☐ Revision to resolution  
☐ New ordinance ☐ Revision to ordinance

**TITLE:** Resolution Regarding Reclassification of the Clerk/Typist II Position in the Clerk of Courts  
Table of Organization

**ISSUE/BACKGROUND INFORMATION:**

The Clerk of Courts Office has a high volume of court appeals that they must respond to in a timely fashion. The department has requested to reclassify a Clerk/Typist II position to a Deputy Clerk of Courts I because more flexibility is needed within the department when assigning the Deputy's to court appeals.

**ACTION REQUESTED:**

Reclassify 1.00 FTE Clerk/Typist II position to 1.00 FTE Deputy Clerk of Courts I position in the Clerk of Courts table of organization. The cost will be offset by deleting (0.80) FTE Deputy Clerk of Courts I position when the current employee retires on July 6, 2016.

**FISCAL IMPACT:**

**NOTE:** This fiscal impact portion is initially completed by requestor, but verified by the DOA and updated if necessary.

1. Is there a fiscal impact? ☒ Yes ☐ No
  - a. If yes, what is the amount of the impact? Savings of \$(11,299) Partial Year/\$(22,598) Annual
  - b. If part of a bigger project, what is the total amount of the project? \$ \_\_\_\_\_
  - c. Is it currently budgeted? ☐ Yes ☐ No
    1. If yes, in which account? \_\_\_\_\_
    2. If no, how will the impact be funded? \_\_\_\_\_

☒ **COPY OF RESOLUTION OR ORDINANCE IS ATTACHED**

**BROWN COUNTY  
POSITION DESCRIPTION**

**POSITION TITLE:** DEPUTY CLERK OF COURTS I

**REPORTS TO:** CLERK OF COURTS

**DEPARTMENT:** CLERK OF COURTS

**JOB SUMMARY:**

Performs moderately complex and responsible legal and clerical work dealing with all areas of the Courts.

**ESSENTIAL DUTIES:**

Assists in maintaining and drawing jurors for jury panels.

Maintains record system on juror's service.

Prepares vouchers for payment for interpreters, attorneys, court reporters, and expert witnesses.

Collects fees and writes receipts.

Prepares reports on court activities and submits to proper state authorities.

Verifies and answers inquiries of a non-restricted nature regarding criminal and civil records.

Prepares a variety of legal papers such as commitments, judgments, warrants, orders of transfer, notices of case rescheduling, appeals.

Files legal papers.

Provides back-up duties in the Court area.

**NON-ESSENTIAL DUTIES:**

Performs related functions as assigned.

**MATERIALS AND EQUIPMENT USED:**

General office equipment

Computer

**MINIMUM QUALIFICATIONS REQUIRED:**

**Education and Experience:**

High School Diploma, plus two years of office experience, with at least one year in a legal environment; or any combination of education, training and experience which provides the necessary knowledge, skills and abilities.

**Licenses and Certificates:**

None.

**Knowledge, Skills, and Abilities:**

Knowledge of legal documents and legal terminology.

Knowledge of English grammar and spelling.

Knowledge of simple bookkeeping practices.

Knowledge of office procedures.

Knowledge of and ability to use a computer and required software.

Ability to learn and apply specialized knowledge and skills in the department.

Ability to perform full data entry functions at a rate of 90 net keystrokes per minute.

Ability to take accurate minutes of legal proceedings.

Ability to maintain accurate legal records.

Ability to learn, interpret and apply policies, regulations, procedures and laws which relate to departmental operations.

Ability to accept responsibility and exercise independent judgment.

Ability to establish and maintain effective working relationships with staff and the public.

Ability to communicate effectively both orally and in writing.

Ability to work the required hours of the position.

**PHYSICAL DEMANDS:**

Lifting 30 pounds maximum with frequent lifting and/or carrying of objects weighing up to 20 pounds.

Intermittent standing, walking and sitting.

Using hand(s)/feet for repetitive single grasping, fine manipulation, pushing and pulling, and operating controls.

Occasional bending, twisting, squatting and reaching.

Communicating orally in a clear manner.

Distinguishing sounds at various frequencies and volumes.

Distinguishing people or objects at varied distances under a variety of light conditions.

This position description should not be interpreted as all-inclusive. It is intended to identify the major responsibilities and requirements of this job. The incumbents may be requested to perform job-related responsibilities and tasks other than those stated in this description.

Reviewed: 06/30/15

## BUDGET ADJUSTMENT REQUEST

CategoryApproval Level

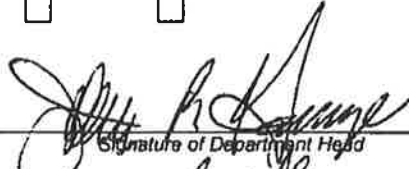
- |   |   |
|---|---|
| <input type="checkbox"/> 1 Reallocation from one account to another in the same level of appropriation  | Dept Head   |
| <input type="checkbox"/> 2 Reallocation due to a technical correction that could include: <ul style="list-style-type: none"> <li>• Reallocation to another account strictly for tracking or accounting purposes</li> <li>• Allocation of budgeted prior year grant not completed in the prior year</li> </ul> | Director of Admin                                     |
| <input type="checkbox"/> 3 Any change in any item within the Outlay account which does not require the reallocation of funds from another level of appropriation  | County Exec   |
| <input type="checkbox"/> 4 Any change in appropriation from an official action taken by the County Board (i.e. resolution, ordinance change, etc.)  | County Exec   |
| <input type="checkbox"/> 5 a) Reallocation of <u>up to 10%</u> of the originally appropriated funds between any levels of appropriation (based on lesser of originally appropriated amounts)  | Admin Committee                                       |
| <input type="checkbox"/> 5 b) Reallocation of <u>more than 10%</u> of the funds original appropriated between any of the levels of appropriation.   | Oversight Comm<br>2/3 County Board                    |
| <input type="checkbox"/> 6 Reallocation between two or more departments, regardless of amount   | Oversight Comm<br>2/3 County Board                    |
| <input checked="" type="checkbox"/> 7 Any increase in expenses with an offsetting increase in revenue   | Oversight Comm <sup>u</sup><br>2/3 County Board       |
| <input type="checkbox"/> 8 Any allocation from a department's fund balance  | Oversight Comm<br>2/3 County Board                    |
| <input type="checkbox"/> 9 Any allocation from the County's General Fund  | Oversight Comm<br>Admin Committee<br>2/3 County Board |

Justification for Budget Change:

This request is to increase federal grant revenue and related expenses to participate in a Homeland Security grant that provides funding to purchase night vision/thermal imaging equipment for the ALERT teams for both Brown County and Green Bay Police Department. This grant is administered by Brown County but shared equally between the City and County.

Fiscal Impact: Increase revenue and offsetting expense by \$7,500.

Increase	Decrease	Account #	Account Title	Amount
<input checked="" type="checkbox"/>	<input type="checkbox"/>	100.074.001.4301	Federal grant revenue	7,500
<input checked="" type="checkbox"/>	<input type="checkbox"/>	100.074.001.5395	Equipment (County portion)	3,750
<input checked="" type="checkbox"/>	<input type="checkbox"/>	100.074.001.5800	Grant expenditures (GBPD portion)	3,750
<input type="checkbox"/>	<input type="checkbox"/>			

  
 Signature of Department Head  
 Department: Public Safety  
 Date: 6/24/16

## AUTHORIZATIONS

  
 Signature of DDA or Executive  
 Date: 6/28/16

## BUDGET ADJUSTMENT REQUEST

CategoryApproval Level

- |                                       |  |   |
|---------------------------------------|--|---|
| <input type="checkbox"/> 1            | Reallocation from one account to another in the same level of appropriation  | Dept Head   |
| <input type="checkbox"/> 2            | Reallocation due to a technical correction that could include; <ul style="list-style-type: none"> <li>• Reallocation to another account strictly for tracking or accounting purposes</li> <li>• Allocation of budgeted prior year grant not completed in the prior year</li> </ul> | Director of Admin                                     |
| <input type="checkbox"/> 3            | Any change in any item within the Outlay account which does not require the reallocation of funds from another level of appropriation  | County Exec   |
| <input type="checkbox"/> 4            | Any change in appropriation from an official action taken by the County Board (i.e. resolution, ordinance change, etc.)  | County Exec   |
| <input type="checkbox"/> 5 a)         | Reallocation of <u>up to 10%</u> of the originally appropriated funds between any levels of appropriation (based on lesser of originally appropriated amounts)   | Admin Committee                                       |
| <input type="checkbox"/> 5 b)         | Reallocation of <u>more than 10%</u> of the funds original appropriated between any of the levels of appropriation   | Oversight Comm<br>2/3 County Board                    |
| <input type="checkbox"/> 6            | Reallocation between two or more departments, regardless of amount   | Oversight Comm<br>2/3 County Board                    |
| <input checked="" type="checkbox"/> 7 | Any increase in expenses with an offsetting increase in revenue  | Oversight Comm<br>2/3 County Board                    |
| <input type="checkbox"/> 8            | Any allocation from a department's fund balance  | Oversight Comm<br>2/3 County Board                    |
| <input type="checkbox"/> 9            | Any allocation from the County's General Fund  | Oversight Comm<br>Admin Committee<br>2/3 County Board |

**Justification for Budget Change:**

This is to increase outlay expenses offset by an increase in contributed capital received in 2016 for the K-9 dog (Cody) for the Sheriff's Office. The dog was purchased through the Greater Green Bay Community Foundation on behalf of Bay East Animal Hospital and K-9 Vest-A-Dog account.

No tax levy money is involved in this adjustment

Fiscal impact: \$12,800 non-levy dollars (expenses offset by donation)

Increase	Decrease	Account #	Account Title	Amount
<input checked="" type="checkbox"/>	<input type="checkbox"/>	100.074.001.9001	Contributed capital	12,800
<input checked="" type="checkbox"/>	<input type="checkbox"/>	100.074.001.6110.100	Outlay-other	12,800
<input type="checkbox"/>	<input type="checkbox"/>			
<input type="checkbox"/>	<input type="checkbox"/>			

## AUTHORIZATIONS

  
 Signature of Department Head

Department: Sheriff's  
 Date: 06/24/16

  
 Signature of DOA or Executive

Date: 6/28/16

16-60

## BUDGET ADJUSTMENT REQUEST


<u>Category</u>	<u>Approval Level</u>
<input type="checkbox"/> 1 Reallocation from one account to another in the same level of appropriation	Dept Head
<input type="checkbox"/> 2 Reallocation due to a technical correction that could include: <ul style="list-style-type: none"> <li>• Reallocation to another account strictly for tracking or accounting purposes</li> <li>• Allocation of budgeted prior year grant not completed in the prior year</li> </ul>	Director of Admin
<input type="checkbox"/> 3 Any change in any item within the Outlay account which does not require the reallocation of funds from another level of appropriation	County Exec
<input type="checkbox"/> 4 Any change in appropriation from an official action taken by the County Board (i.e. resolution, ordinance change, etc.)	County Exec
<input type="checkbox"/> 5 a) Reallocation of <u>up to 10%</u> of the originally appropriated funds between any levels of appropriation (based on lesser of originally appropriated amounts)	Admin Committee
<input type="checkbox"/> 5 b) Reallocation of <u>more than 10%</u> of the funds original appropriated between any of the levels of appropriation.	Oversight Comm 2/3 County Board
<input type="checkbox"/> 6 Reallocation between two or more departments, regardless of amount	Oversight Comm 2/3 County Board
<input checked="" type="checkbox"/> 7 Any increase in expenses with an offsetting increase in revenue	Oversight Comm 2/3 County Board ✓
<input type="checkbox"/> 8 Any allocation from a department's fund balance	Oversight Comm 2/3 County Board
<input type="checkbox"/> 9 Any allocation from the County's General Fund	Oversight Comm Admin Committee 2/3 County Board

**Justification for Budget Change:**

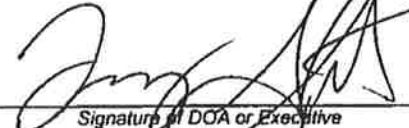
This request is to increase federal grant revenue for and grant expenses to participate in a Homeland Security grant that provides funding to purchase bomb disrupter packs for the five Wisconsin regional ALERT bomb teams at \$5,640 each. Brown County will act as the lead agency for this grant and will retain one of the packs with the other four packs going to the other teams. Therefore, only the cost of one will be an outlay expense for Brown County.

Fiscal Impact: Increase revenue and offsetting expense by \$28,200.

Increase	Decrease	Account #	Account Title	Amount
<input checked="" type="checkbox"/>	<input type="checkbox"/>	100.074.001.4301	Federal grant revenue	28,200
<input checked="" type="checkbox"/>	<input type="checkbox"/>	100.074.001.6110.020	Outlay – equipment (County portion)	5,640
<input checked="" type="checkbox"/>	<input type="checkbox"/>	100.074.001.5800	Grant expenditures (for other teams)	22,560
<input type="checkbox"/>	<input type="checkbox"/>			

  
 Signature of Department Head  
 Department: Sheriff's  
 Date: 06/24/16

**AUTHORIZATIONS**

  
 Signature of DOA or Executive  
 Date: 6/28/16

# **Brown County, WI Jail Expansion Needs Assessment & Cost Estimate**



**July 31, 2009**



**Submitted by:  
KIMME & Associates, Inc.  
in association with  
The DLR Group &  
Stewart Design Associates, Inc.**



**DLR Group**



**Stewart  
Design Associates, Inc.**

2010-2011 FISCAL YEAR BUDGET & FINANCIAL STATEMENTS





## **ACKNOWLEDGEMENTS**

The consultant team very much appreciates the opportunity to return to Brown County to assist in identifying jail expansion needs and costs. The team is very proud of its past role in creating the Jail and Juvenile Detention Facility and very much enjoyed again working with the fine professionals of Brown County.

Team members share with the county the satisfaction of a facility that has been effectively managed and maintained and which has fulfilled the mission for which it was designed and built, that is, to detain Brown County's adult and juvenile offenders in a safe and secure manner that preserves the safety of Brown County citizens and employees.

### **Project Manager**

Nate Curell, Facilities Engineer  
Brown County Facility & Park management

### **Brown County Jail**

Captain Jack Jadin  
Lieutenant Phil Steffen

### **Consultant Team Leaders**

Dennis Kimme  
President  
KIMME & Associates, Inc.

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Architect  
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Rock Deering  
Senior Food Service & Laundry Consultant  
Stewart Design Associates

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## TABLE OF CONTENTS

I.	Introduction .....	1
A.	Background .....	1
B.	Mission .....	1
C.	Initial County Concept .....	4
II.	Space Needs Assessment .....	6
A.	Planning Meetings .....	6
B.	Project Scope .....	7
C.	Direct Supervision Pod Issues .....	8
D.	Indirect Surveillance Pod Issues .....	10
E.	Parking .....	12
F.	Miscellaneous Design Issues .....	13
III.	Recommended Expansion Development Concept .....	14
IV.	Architectural Assessment .....	17
V.	Code Review .....	19
VI.	Sustainability Analysis .....	27
VII.	Electrical Systems Assessment .....	30
VIII.	Mechanical Systems Assessment .....	32
IX.	Security Electronics Systems Assessment .....	35
X.	Food and Laundry Services Needs and Cost Estimate .....	37
XI.	Cost Estimate .....	40
A.	Background .....	40
B.	The Estimates .....	41





## **I. INTRODUCTION**

### **A. BACKGROUND**

The Brown County Jail and Juvenile Detention facility was programmed with Brown County sheriff's staff and owner representatives in 1996 by Kimme & Associates (K&A), and was designed in 1998-99 by Kimme & Associates in conjunction with project architect/engineer the DLR Group. Stewart Design Associates provided specialty design services with respect to laundry and food service facilities. The facility first opened in 2001.

Since 2001 the only major addition to the facility has been a new E-911 center on the first and second levels of the core building. This addition was not anticipated in the original design but blends smoothly into the facility's exterior and interior layout.

The Mental Health Center that was to someday be attached to the building on its south end (thus utilizing the facility's significant food service and laundry capabilities) has not occurred and will not since the Mental Health Center is now under construction at a different site. It will have its own food and laundry services.

There have been renovations at the upper level lobby area to add office space.

In response to the county's RFQ for this project, K&A assembled the original team to provide a proposal for the services requested. Besides Dennis Kimme of K&A several of the team members were individuals who actually worked on the original design, thus providing significant continuity and understanding regarding design details, systems and intent.

The K&A/DLR/Stewart team initiated its work in late June 2009 with information requests, and continued in early July with on-site visits.

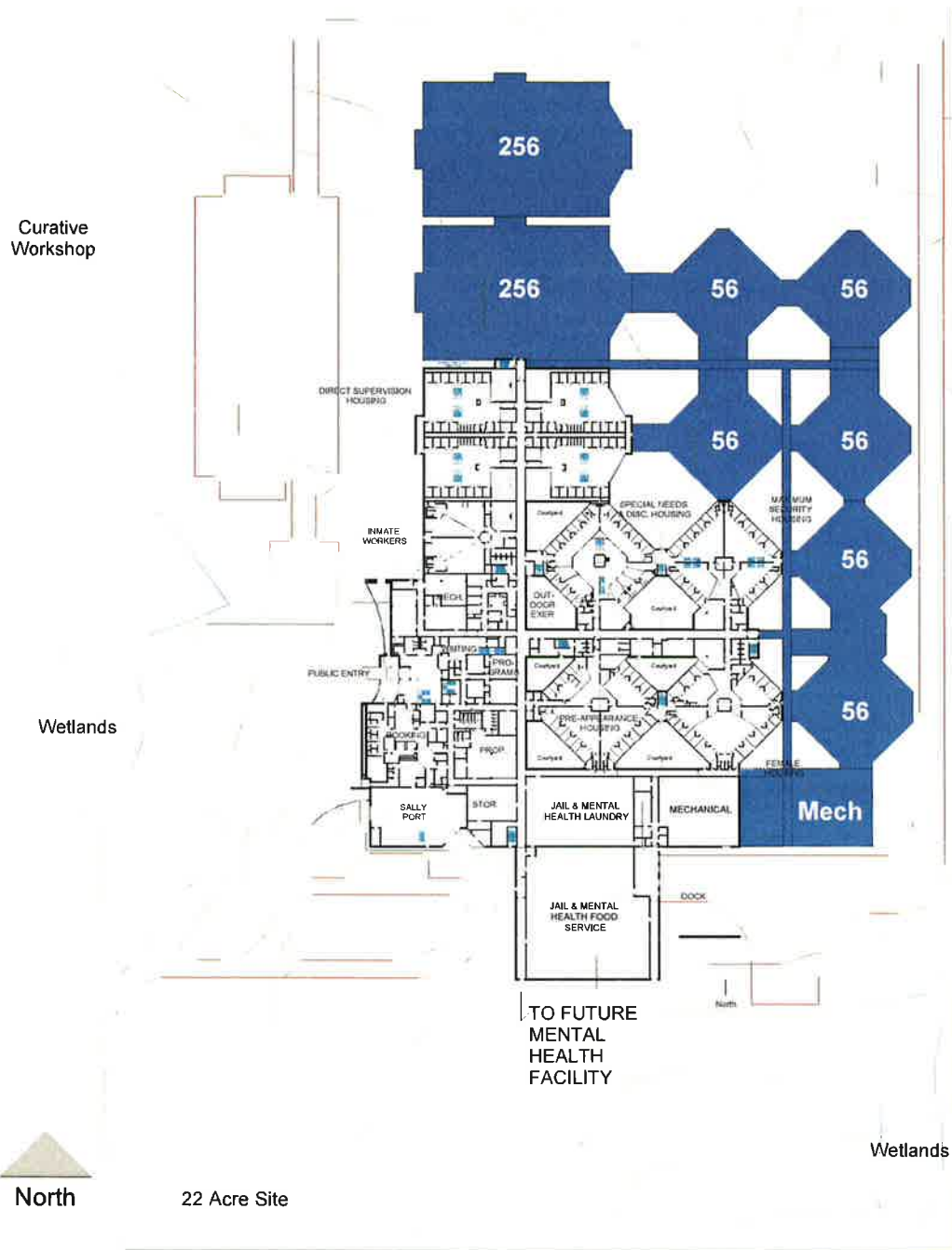
### **B. MISSION**

Though the facility was built to sustain growth, the Jail is already into the next-to-last year of its originally projected adult detention bed need of 569 as presented as part of the 1996 program document. Revised projections in 1998, done just before design commenced, estimated a lower 518 bed need by 2010. As we approach the second half of 2009 the jail has become increasingly crowded, reaching its projected ADP totals. Additional beds are clearly needed to avoid overcrowding and to facilitate effective inmate classification and management.

This study is meant to identify the costs of adding needed bed capacity to the facility in accordance with the master plan developed in 1999 by K&A, as well as to determine if there are other support needs or systems improvements required or beneficial to the county after eight years of operational life.

A graphic of the original master plan concept is presented on the next page.





Brown County, WI Jail & Juvenile Detention Center  
Site & Expansion Plan  
Kimme & Associates, Inc.



The detail mission of the project is best described by quoting the RFQ issued by the county:

- Provide project cost estimates for the two phase plans outlined in the attached schematics. Estimate Phases 1 & 2 separately, and if they were completed together. Include in your cost estimate the total project cost including: construction cost (include construction manager costs), recommended construction contingency, total A&E costs, recommended FF&E costs, all additional LEED costs required for a LEED Silver expansion, State & Local review fees, testing, & recommended Owner contingency.
- Evaluate the existing MEP & HVAC system capacity for the phased additions. Include any additional capacity needed in cost estimate. If it is determined supplemental heating/cooling is needed for either or both of the phases, consider the feasibility of a geothermal heating system to provide the additional needed. Include the geothermal costs separately in the cost estimates.
- Evaluate the site, utility, & parking plan, include any additional capacity needed in cost estimate.
- Evaluate the existing kitchen capacity for the phased additions. Include any additional capacity needed in cost estimate.
- Evaluate the existing laundry capacity for the phased additions. Include any additional capacity needed in cost estimate.
- Evaluate the existing staff support areas (locker rooms/break rooms/Admin) for the phased additions. Include any additional capacity needed in cost estimate.
- Evaluate the existing single level pod for foundation & structural for feasibility of 2nd level addition. Include any recommendations in final report.
- Through your investigation be aware of the recent 911 call center addition added to the jail in 2009. This addition has put some further draw on the existing building MEP. Raasch Associates of Green Bay was the architect on the project.
- This project is anticipated to coincide with a solar thermal hot water heating system. Estimate additional hot water load due to both phases separately.
- The jail additions will be designed to a minimum of LEED certified criteria, with LEED Silver as a goal.
- We do not intend to add additional mechanical square footage as the previous Kimme expansion plan recommended, however please provide your current recommendation.

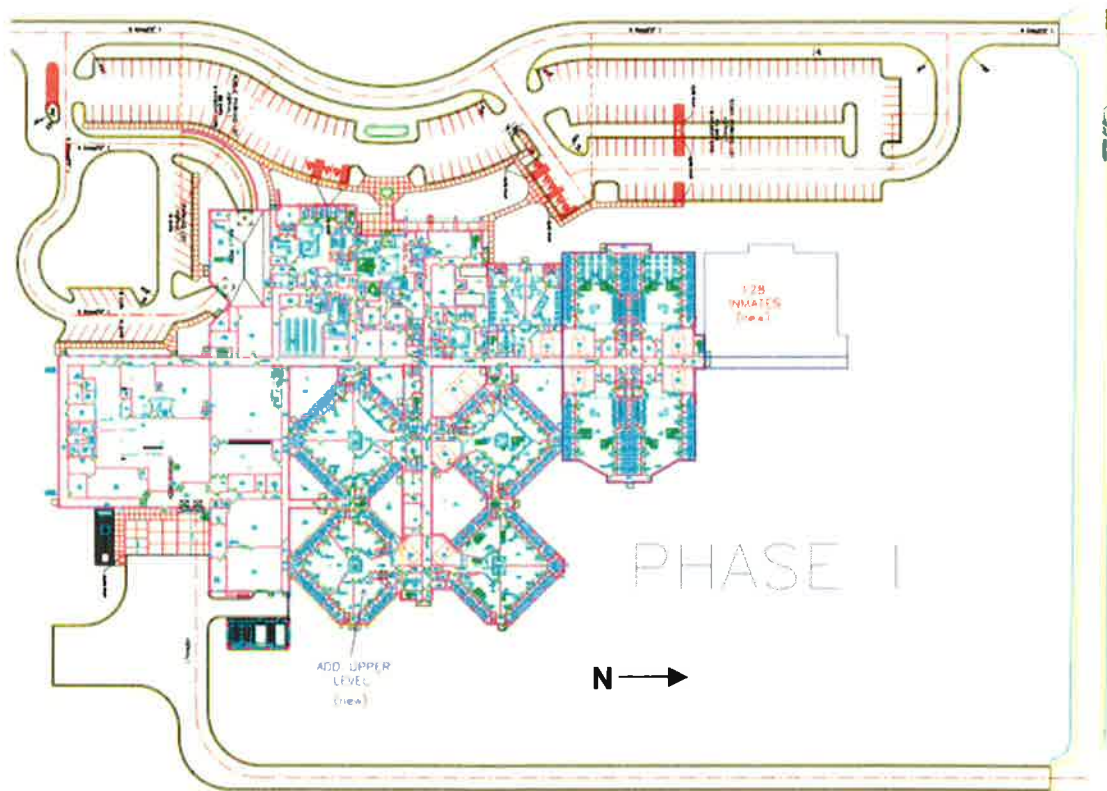




### C. INITIAL COUNTY CONCEPT

The sketches shown below are the "attached schematics" referenced to in the RFQ. They gave the consultants guidance as to what the county was generally considering in the way of expansion. The expansion was thought to be a two-phase effort and was consistent with the original master plan expansion concept developed by the county and K&A.

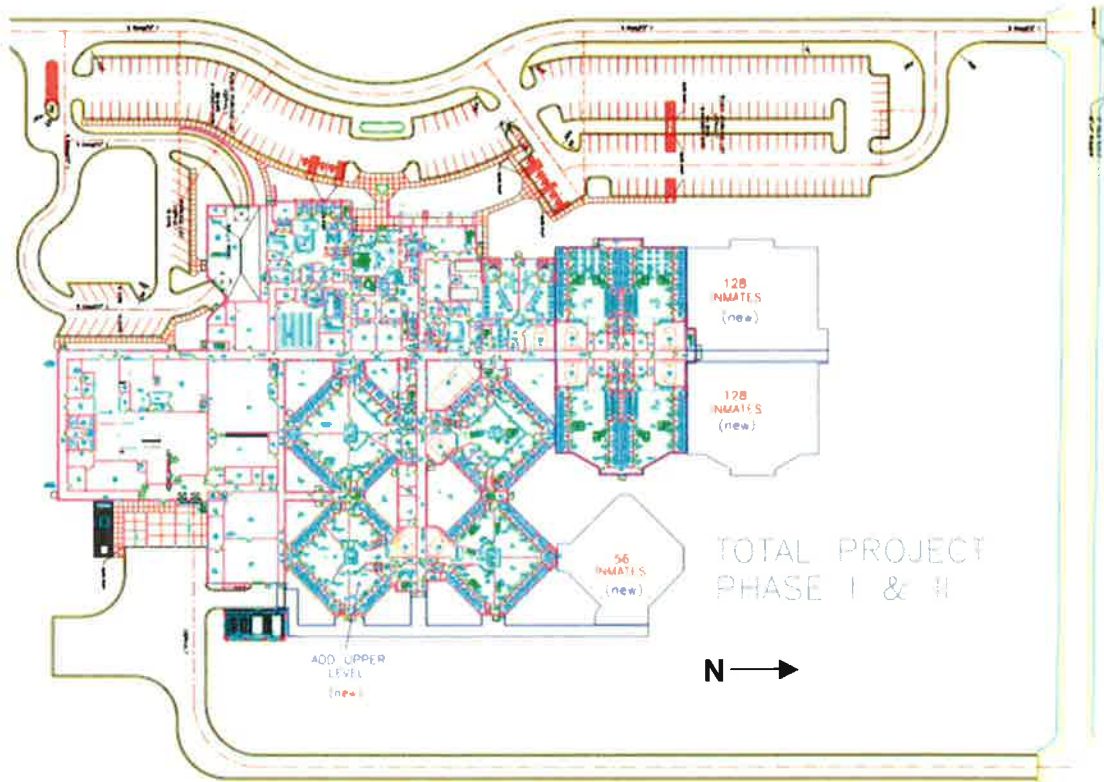
Phase 1, as shown, would a.) add 128 beds of direct supervision housing through two attached 64 bed pods on the northwest corner of the facility (upper right on the floor plan below), and b.) add a second floor of housing to the single level indirect surveillance pod on the southeast of the facility (lower left on the sketch). This would add at least 28 beds depending on the occupancy type and inmate classification selected. The total capacity added would be at least 156 beds.







Phase 2 would add another set of two direct supervision pods for 128 more beds to the northwest, and one new indirect surveillance pod of 56 beds to the east for a 184 bed total. Together Phases 1 and 2 were to provide at least 340 beds, or about 67% more adult bed capacity than available in the original facility. The phase 1 & 2 sketch developed by the county appears below.





## II. SPACE NEEDS ASSESSMENT

### A. PLANNING MEETINGS

Kimme & Associates initiated an initial planning discussion with Brown County representatives including Captain Jack Jadin, Lieutenant Phil Steffen, and facilities engineer Nate Curell. The purpose was to review the adequacy of the existing housing pod designs and thus their future applicability, the materials used in the designs and their equipment. The intent was also to identify other support space issues that might need to be addressed with such a significant increase in bed capacity as that proposed.

One important result of the meetings was a change in strategies with respect to adding indirect surveillance pods. It was decided not to add a second floor onto the southeast most pod as was originally conceived for Phase 1 but to instead add an entirely new 56 bed indirect surveillance pod. There were several reasons for this:

1. The upper level addition would only add about 28 beds.
2. The additional indirect surveillance beds provided with a full pod would better respond to the high security types of inmates the jail is receiving and would help the department maintain the ratio between high security and low security beds (direct supervision beds) that has worked so well in the current facility.
3. The unit would be isolated and minimally accessible on the second level, not a good scenario for higher security inmates (the pods original intent was for expansion of juvenile facilities on the second floor but that need has diminished).
4. Constructing the addition would be disruptive to pod activities below, making the lower level housing unusable for a period of time during construction.
5. Elevator access would need to be provided in order to make the pod ADA accessible and to allow food and laundry cart access.
6. The cost per square foot and per bed would likely be considerably greater than that of a new 56 bed pod.
7. Updated codes would preclude its use (see later architectural assessment).

Another issue that surfaced was the need for a **fenced refuge area** to contain the special needs and high security inmates on the indirect surveillance side of the facility (the east wing) in case of an emergency evacuation. In a worst case scenario today, the staff would be compelled to release the inmates openly into the surrounding area. The staff did not have equal fears about the inmate workers and low security inmates on the northwest wing of the facility where the lower security, direct supervision housing exists.

Finally, jail staff expressed great interest in eventually converting the visiting process to a **video visiting system**. At present, all visitors move down a secure, second level corridor connecting the main lobby to the housing pods. As the facility expands these distances will expand to walks of nearly 1000' at the extreme. This will become increasingly time







consuming, thus making scheduling more difficult, and will become increasingly difficult for the elderly, the disabled, and those with moderate physical limitations. The primary question would be whether to a.) add this capability for the new housing only, b.) add for all existing housing so that there is parity among housing units, c.) add it just for higher security classifications, or d.) if the cost is perceived as too high right now, to make a conversion at a later point in time.

For Phases 1 and 2 it is the desire of the staff to establish this system for the new pods only. The public visitors would visit in the visiting sub-lobby where unused seating would be removed and video visiting stations would be mounted on the wall. In the future, and particularly when existing pods would be converted to video visiting, a new space would need to be found to create a true public video visiting center. The possible locations would be a.) an independent stand-alone facility on the site, b.) an attached facility to the south where the nursing home was to go, c.) in the existing visitor corridor itself, and d.) in the existing inmate worker housing area.

The number of inmate workers will in the future exceed the capacity of the area thus making increased housing capacity for them necessary. At that time, the area's location on the west side adjacent to public parking makes it an excellent location for a public video visiting center.

## B. PROJECT SCOPE

Based upon the planning discussions, the following were the conclusions drawn about the nature of Phase 1 and 2 facilities.

1. **Phase 1** should consist of one set of two 64 bed direct supervision pods (128 beds) and one indirect surveillance pod (56 beds) for **184 beds total**. This reflects the classification ratio of the current facility and the types of inmates actually being held at the facility.
2. **Phase 2** would be the same scale as the first phase with an identical housing pod breakdown thus providing **an additional 184 beds for 368 beds total** after both phases. Combined with Phase 1 this represents a 71% increase over current adult bed capacity.
3. Phase 1 should add an exterior emergency **refuge area** for the indirect surveillance wing of the facility.
4. Phase 1 should set the stage for **future video visiting** by utilizing the capability in the new pods, in lieu of on-pod visitor visiting. The visitors would be located in the visiting sub-lobby for this initial effort. Attorneys would still go to the pods or use the small meeting rooms adjacent to the visitor sub-lobby in a video visiting mode.
5. There are some **improvements in existing areas** for which there needs to be line items: opening up of the lobby/visiting control work station and creating a secure intake change room.





6. Sprinkler heads are a major vandalism problem in F pod cells. The staff is trying to get code officials to let them terminate them. We should try to avoid them in a new design.

### C. DIRECT SUPERVISION POD ISSUES

The following are more specific design and detail development issues regarding the Direct Supervision Pods.

#### Future Direct Supervision Pod Design Considerations

1. The new direct supervision pods will be sized at **64 beds developed through 32 double occupancy cells** although various other options were considered including smaller and larger pods and single occupancy.
2. A significant design and operational change recommended was the concept of creating a **perimeter service corridor** around the pods. If pre-cast cells are used again a pre-cast box shape minus the chase should be utilized.
3. The dayrooms should be widened to reduce the crowding and movement limitations experienced in current pods. Additional table capacity should be added as well to attain a seating capacity of 72. Four feet of additional width is recommended.
4. A second attorney-client visiting position is needed.
5. Pods should not be stacked on top of each other because the skylights would be lost at the lower pod and there would be extra inefficient vertical movements for staff, food, laundry, visitors, and so forth.
6. ADA cells should be double-bunked (they are single-bunked now).
7. The rectangular shape of the west pods is preferred.
8. A security officer alcove should be added in the corridor area of the new pods.
9. A "quick strike" equipment alcove is needed by the new pods.

#### Detail Direct Supervision Pod Design Development Issues

1. Corner cells on the outside wall get extremely cold, a problem that should be remedied in the new design.
2. Dayroom carpeting should be kept but in the new design the sealed concrete should be replaced with a colored concrete or a different surface that looks cleaner. The sealed concrete never looks clean and diminishes staff efforts to make pods presentable. See the picture below.





3. Additional acoustical treatment is needed to improve sound quality at peak times.
4. The showers need much better ventilation to reduce mold build-up on the tops of shower compartments. A stainless steel ceiling retrofit was needed but hasn't solved the shower compartment problem. See the picture below.



5. The computers at the work stations should be under-counter to enhance information privacy and increase usable work surface. More storage space and file storage is needed.
6. There are seal issues at the dayroom windows in direct pod C (Charlie). See the picture below.



7. Glare from the dayroom windows on the west side is distracting to the pod officer; installing sunscreens of some sort should be investigated.
8. Porcelain sinks have an opening on the underside that allows the hiding of contraband. There was some discussion of going to stainless steel fixtures in the future.
9. There was an interest in using solid core wood cell doors in the future.
10. There are general concerns in pod areas regarding mixing valves, maintenance, dependability, and temperature variations.

#### **D. INDIRECT SURVEILLANCE POD ISSUES**

##### **Future Indirect Surveillance Pod Design Considerations**

1. The new indirect pod would be built to the east of H pod.
2. The indirect pod will be a variation on G (gulf) pod, which is the maximum security pod that has 2, 16 bed units, and 2, 12 bed units.
3. A perimeter service corridor should be designed around the pods to enhance serviceability and security and to allow greater views into cells. If pre-cast cells are used again they should be a pre-cast box shape minus the chase.
4. A fuller view angle is needed for the exercise areas, and/or camera support is needed to provide adequate view coverage. See the picture below which shows a view of exercise from the staff control position.



5. A security officer alcove needs to be added in the corridor area of the new pod.
6. A "quick strike" equipment alcove is needed by the new pod.
7. Pods need better storage and janitor closet space, while program areas could be smaller.

#### **Detail Indirect Surveillance Pod Design Development Issues**

1. There are exterior wall staining issues at the exterior windows that should be resolved.
2. There are leak issues at the parapets in some areas, most notably H pod.
3. A new security door food pass is preferred for any new disciplinary cells. The photo below shows the type of pass desired. It has been retrofitted in certain areas within the facility.



4. Remote plumbing valve shut-offs are requested per cell set (4 cells).



5. The secure ceiling in the dayroom over the mezzanine walkways needs to be extended further from the walkway.
6. Future cell doors should have full glazing (upper and lower panels) particularly if we provide indirect natural lighting via skylights.
7. Formica counters need to be replaced by more durable materials to avoid the damage experienced in the past. The counter edges have been particularly vulnerable. The county has added metal edge strips to protect some of the counters. See below.



8. The pod control station perimeter wall needs to be one block course lower in height.
9. Second tier shower doors need to be undercut more to provide better view of the inmates from the staff control position.
10. The exercise area ceiling was breached in G pod by an inmate who climbed onto the basketball rim/backboard. A more stout acoustical ceiling material (for all pods) needs to be selected. More glazing at the mezzanine level into exercise would be appropriate. Flooring other than sealed concrete would be preferred for a cleaner appearance.
11. There are general concerns in pod areas regarding mixing valves, maintenance, dependability, and temperature variations.

#### **E. PARKING**

1. Parking is generally adequate and should be adequate through phase 1. The wild card is the E-911 center staff, which numbers 60 people in total. The center just opened June 24 and the full impact on parking is not yet known.
2. A rough estimate is that new pod staffing will increase demand by about 40 cars at shift change by the time of Phase 2.



**F. MISCELLANEOUS DESIGN ISSUES**

1. If possible, the project should include minor renovations in the intake shower-change room to provide a secure shower area for high security inmates. This would consist of a secure barrier, such as Kane-wall product, to contain an aggressive inmate.
2. Additional lockers are needed for staff to make-up for the addition of E-911 staff and their use of lockers. Staff feel that the addition of new lockers on the end of existing rows will be sufficient initially and that new space is not yet needed.
3. The glass barrier separating the lobby from the visiting reception station should be removed and be replaced by a more open counter surface somewhat similar to a bank teller window. A second reception station would be needed.
4. The CERT area does not need to grow now but should have planned growth into the adjacent storage area which means we should plan for replacement storage near the new indirect pods.
5. The area east of mechanical will be reserved for future mechanical expansion as originally intended.
6. The area south of the kitchen originally intended for the new Mental Health Center (which is currently being built elsewhere) might be used for future Huber facilities and/or a future public video visiting center.
7. There is wall dis-coloration from scupper water run-off that should be resolved in future designs.
8. Other than the issues noted above, pod materials, hardware, electronics, and layouts were re-affirmed.
9. Generally speaking, all other areas of the design are working as intended and have room to grow.

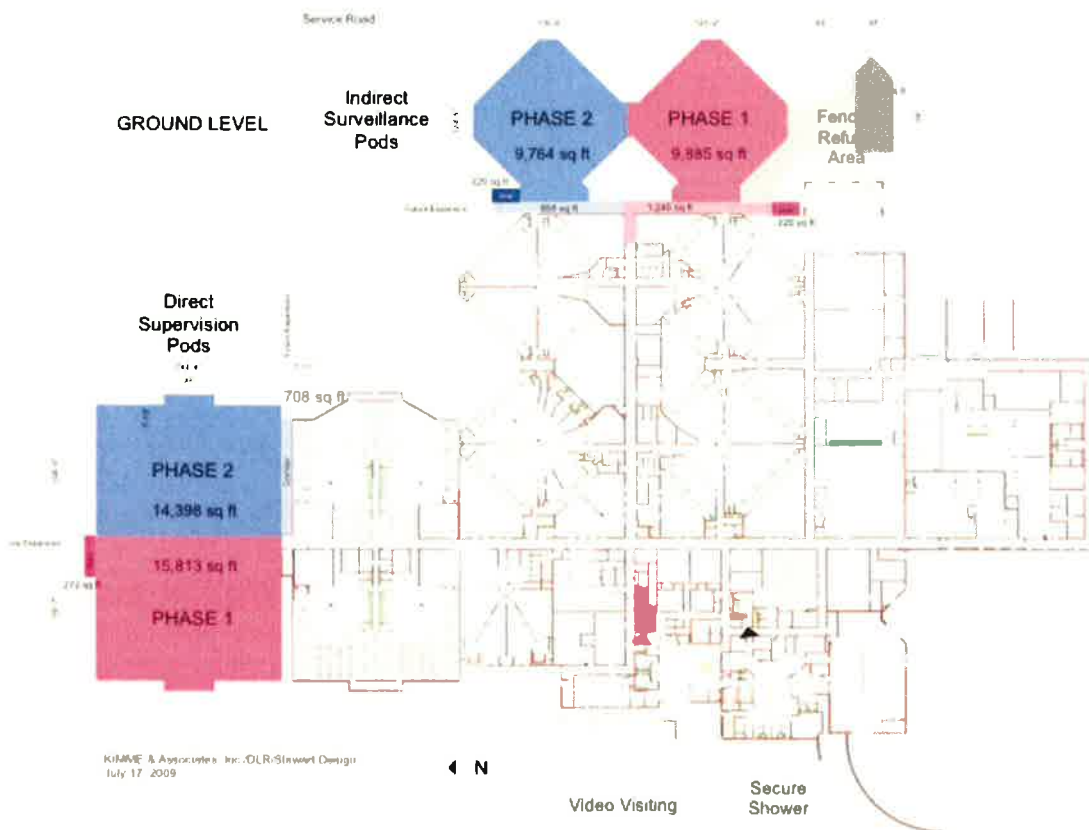




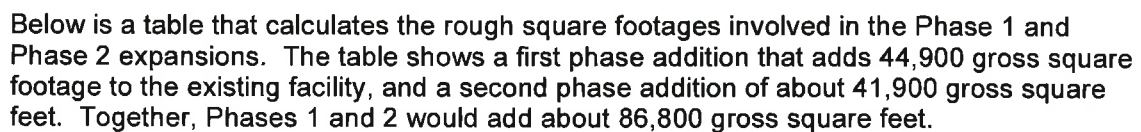
### III. RECOMMENDED EXPANSION DEVELOPMENT CONCEPT

Based upon the discussions above the following ground and second level floor/site plan graphics illustrate the general approach to developing the first and second levels of the phase 1 and 2 facility expansion. The key ingredients include:

1. the housing pod construction in two phases,
2. new corridors to reach the pods and establish future routes of expansion,
3. additional public visitor egress stairs from the second level to unsecured open space,
4. an emergency refuge area for inmates in the high security indirect surveillance housing wing of the facility, and
5. video visiting at the visitor sub-lobby adjacent to the main lobby.







**BROWN COUNTY JAIL EXPANSION**

KIMME &amp; Associates, Inc./The DLR Group/Stewart Design Associates

July 27, 2009

**PHASE 1 SQUARE FOOTAGE****GSF****DIRECT SUPERVISION POD AREA:**

Ground Floor Direct Supervision Pods	15,813
- Mezzanine Direct Supervision Pods	9,508
New Direct Egress Stair - Ground Floor	272
- New Stair - Mezzanine	272
	<hr/>
	25,865

**INDIRECT SURVEILLANCE POD AREA:**

Ground Floor Indirect Surveillance Pod	9,885
- Mezzanine Indirect Surveillance Pod	6,195
New Indirect Area Corridor - Ground Floor	1,244
- New Corridor - Mezzanine	1,244
New Indirect Egress Stair - Ground Floor	220
- New Stair - Mezzanine	220
	<hr/>
	19,008

**PHASE 1 TOTAL:****44,873***\* Approximately 260 l.f. of fence for Refuge Area.***PHASE 2 SQUARE FOOTAGE****GSF****DIRECT SUPERVISION POD AREA:**

Ground Floor Direct Supervision Pods	14,398
- Mezzanine Direct Supervision Pods	8,093
New Direct Area Expansion Corridor	708
- New Corridor - Mezzanine	708
	<hr/>
	23,907

**INDIRECT SURVEILLANCE POD AREA:**

Ground Floor Indirect Surveillance Pod	9,764
- Mezzanine Indirect Surveillance Pod	6,075
New Corridor - Ground Floor	858
- New Corridor - Mezzanine	858
New Indirect Egress Stair - Ground Floor	220
- New Stair - Mezzanine	220
	<hr/>
	17,995

**PHASE 2 TOTAL:****41,902****GRAND TOTAL PHASES 1 & 2****86,775**



#### IV. ARCHITECTURAL ASSESSMENT

This report is intended to present architectural data applicable to possible expansion to the Brown County Jail and Juvenile Detention Facility. It is not intended to provide a detailed description of the new jail addition, nor to encompass all of the work required to construct the facility according to any proposed plan. The following is a limited narrative evaluating the viability of expansion into the new proposed areas.

##### Existing Conditions

The existing roof has been installed for approximately 10 years. We would recommend that a re-roof project be included in the Phase 2 construction project, which we are assuming would occur within the next 5-10 years. With proper maintenance, the built-up roof system installed can last between 15 and 20 years. We have added a roofing allowance as a separate line item within the cost estimate, so that this cost can be evaluated and a decision made on an as-needed basis.

The interior finishes of the building have held up better than anticipated for a high use building such as this. The carpets may need to be replaced within a 5 year timeframe, and may be replaced as a portion of the Phase 1 work. We have included a unit cost allowance to replace carpets in the pods.

There are a few items we have been asked to look into within the existing building. They are the acoustics of the dayrooms and adding additional ventilation to the showers. We have looked into both issues and feel that these items can be addressed relatively inexpensively during the construction phase of the project. We have added unit cost allowances for these additional items.

##### Expansion Description

The proposal is to construct six pod units, two high security indirect surveillance units of 56 inmates and four minimum-medium security direct supervision units of 64 inmates each. The most significant change in the pod designs would be the addition of an outside chase to the pods. Additional staff, support and mechanical spaces were evaluated. Overall, the expansion plan can be accommodated with little additional work required. The site was planned to accommodate the new pods, however with the additional outside chase design, the road may be impacted slightly. This would be evaluated further as the project moves forward.

A Code Review was conducted on the expansion plan. In general, the new additions will act as new, distinct buildings. This will allow the expansion to occur without major remediation work for the new code. Originally, we had been asked to look at a second floor addition to a one story space. As we thought, that addition would be precluded based on the updated code. We did not pursue this option further based upon direction from facilities and jail administration.

As noted earlier the use of video visiting was discussed as was the extension of the video arraignment system. This could provide inmates with additional visitation hours and allow the courts system to utilize video systems for routine hearings and arraignments without





moving inmates from their pod. Currently, a post-occupancy installed fiber-optic cable is utilized for court proceedings. This does not provide the level of security necessary to conduct court business. An IP based system has been proposed by the jail administration. This system would be highly recommended as this system expands to include visitation and court proceedings. Space can be allocated within the existing building for visitors to conduct video visitation at the new pods as noted previously. Within pods, video systems can be installed in the new and/or existing units. There may be legal issues if face to face visitation is allowed in some pods and not others. As such, we would recommend the county decide on one operational system or the other for all pods.



## V. CODE REVIEW

The existing buildings were reviewed to verify compliance with the current applicable building codes. In general, the existing buildings conform to current codes and with some slight modifications would accommodate the future additions. The areas that would need to be accommodated are the areas that would adjoin the new additions, especially the corridor and stair exits.

### Applicable Codes and Standards

#### Wisconsin Administrative Code

- 2006 International Building Code (IBC) - (Comm 66)
- 2006 International Existing Building Code (IEBC) - (Comm 62)
- 2006 International Mechanical Code (IMC) - (Comm 64)
- 2006 International Plumbing Code (IPC) - (Comm 81-87)
- 2008 National Electric Code (NEC) - (Comm 16)
- 2006 International Energy Conservation Code (IECC) - (Comm 63)
- 2007 ASME A17.1 Safety Code - (Comm 18)
- 2005 ASME A18.1 Safety Standard - (Comm 18)
- 2006 NFPA 1, Uniform Fire Code - (Comm 14)
- ADA American Disability Act
- ADAAG American Disability Act Accessibility Guidelines

### Building Code Analysis (IBC 2006)

#### Use and Occupancy Classification:

Occupancy Classification: I-3 Institutional Group (IBC 308)

Occupancy Condition: Condition 4 (IBC 308.4.4)

*Existing buildings are in compliance. The original detention facility was constructed as Group I-3. The Communication Center addition was constructed under Group B (Business)*

#### Required separation of occupancies (IBC Table 508.3.3):

The required separation between occupancy Group I and Group B in equipped with an automatic sprinkler system is 1 hour.

*Existing buildings are in compliance. The existing separation between the Detention Facility and the Communication Center is 2 hours*

#### Special Use and Occupancy:

It is permissible to exit through a horizontal exit into other contiguous occupancies that do not conform to detention and correctional occupancy egress provisions but that do comply with requirements set forth in the appropriate occupancy, as long as the occupancy is not a high-hazard use. (IBC 408.2)

*Existing buildings are in compliance.*

Doors to sleeping units shall have a clear width of not less than 28 inches (IBC 408.3.1)

*Existing buildings are in compliance. The existing doors have a clear width of 36 inches*



Exits are permitted to discharge into a fenced or walled courtyard. Enclosed yards or courts shall be of a size to accommodate all occupants, a minimum of 50 feet from the building with a net area of 15 square feet per person. (IBC 408.3.3)

*Existing buildings are in compliance.*

A sallyport shall be permitted in a means of egress where there are provisions for continuous and unobstructed passage through the sallyport during an emergency egress condition. (IBC 408.3.5)

*Existing buildings are in compliance.*

A 1 hour vertical opening enclosure is not required at the floor opening between floor levels of residential housing areas, provided that: 1. The entire normally occupied areas so interconnected are open and unobstructed so as to enable observation of the areas by supervisory personnel. 2. Means of egress capacity is sufficient to provide simultaneous egress for all occupants from all inter-connected levels and areas. This exception applies as long as the height difference between the highest and lowest finished floor levels does not exceed 23 feet. Each story, considered separately, has at least one-half of its individual required means of egress capacity provided by exits leading directly out of that story without traversing another story within the interconnected area. (IBC 408.5)

*Existing buildings are in compliance*

Occupancies in Group I-3 shall have smoke barriers, that provide a 1 hour fire resistance rating, complying) to divide every story occupied by residents for sleeping, or any other story having an occupant load of 50 or more persons, into at least two smoke compartments. Exception to this requirement are spaces having a direct exit to one of the following, provided that the locking arrangement of the doors involved complies with the requirements for doors at the smoke barrier for the use condition involved: 1. A public way; 2. A building separated from the resident housing area by a 2-hour fire-resistance-rated assembly or 50 feet of open space; or 3. A secured yard or court having a holding space 50 feet from the housing area that provides 6 square feet or more of refuge area per occupant, including residents, staff and visitors. (IBC 408.6)

*Existing buildings are in compliance. In the existing buildings, the second stories do not exceed occupant loads greater than 50. The existing buildings do provide smoke barriers and also provide direct exit to public way.*

The maximum number of residents in any smoke compartment shall be 200. The travel distance to a door in a smoke barrier from any room door required as exit access shall not exceed 150 feet. The travel distance to a door in a smoke barrier from any point in a room shall not exceed 200 feet. (IBC 408.6.1)

*Existing buildings are in compliance*

At least 6 net square feet per occupant shall be provided on each side of each smoke barrier for the total number of occupants in adjoining smoke compartments. This space shall be readily available wherever the occupants are moved across the smoke barrier in a fire emergency. (IBC 408.6.2)

*Existing buildings are in compliance.*



A means of egress shall be provided from each smoke compartment created by smoke barriers without having to return through the smoke compartment from which means of egress originates. (IBC 408.6.3)

*Existing buildings are in compliance.*

Each sleeping area in Occupancy Conditions 3 and 4 shall be separated from the adjacent common spaces by a smoke-tight partition where the travel distance from the sleeping area through the common space to the corridor exceeds 50 feet. (IBC 408.7.1)

*Existing buildings are in compliance*

The aggregate area of openings in a solid sleeping room face in Occupancy Conditions 2, 3, 4 and 5 shall not exceed 120 square inches. The aggregate area shall include all openings including door undercuts, food passes and grilles. Openings shall be not more than 36 inches above the floor. (IBC 408.7.3)

*Existing buildings are in compliance*

Doors in openings in partitions required to be smoke tight by Section 408.7 shall be substantial doors, of construction that will resist the passage of smoke. Latches and door closures are not required on cell doors. (IBC 408.7.4)

*Existing buildings are in compliance*

Windowless buildings shall be provided with an engineered smoke control system to provide ventilation either mechanical or natural in accordance with Section 909 for each windowless smoke compartment. (408.8)

*Existing buildings are in compliance*

**General Building Heights and Areas:**

Construction Type: IIB  
Basic Allowable Area: 10,000 SF / 1 Story (IBC Table 503)  
Allowable Increases:

504.2 Automatic Sprinkler System: 20 feet in height or 1 story

506.2 Frontage Increase: with the building having more than 25% of its perimeter open to a public way of more than 20 feet, the building will be allowed to increase by a percentage not to exceed 75%.

503.6 Automatic Sprinkler System: buildings are allowed to be increased by 200% per floor in addition to the allowable height increase.

$10,000 \times 75\% = 7,500$  and  $10,000 \times 200\% = 20,000$   
 $10,000 + 7,500 + 20,000 = 37,500$  allowable SF per floor

*Existing buildings are in compliance*

**Fire Resistance Rating Requirements for Building Elements (IBC Table 601):**

Exterior Bearing Walls:	Not Rated	2 Hour Non-combustible
Interior Bearing Walls:	Not Rated	2 Hour Non-combustible
Exterior Non-Bearing Walls:	Not Rated, Table 602	1 Hour Non-combustible
Structural Frame:	Not Rated	2 Hour Non-Combustible
Partitions (Permanent):	Not Rated	Not Rated
Shaft Enclosures:	1 hour	2 Hour Non-Combustible





Floors:	Not Rated	2 Hour Non-Combustible
Roofs:	Not Rated	1 Hour Non-combustible
Exterior Doors and Windows:	Section 715.4, Table 704.8	
Stairway Construction:	Section 1020	
Attic Area Separations:	N/A	
Floor/Ceiling Draft Stops:	Section 717.3 Use 1/2" gypsum board construction Area not to exceed 1,000 SF If fully sprinkled, not required	
Parapets:	Section 704.11I exterior walls, same construction as wall.	

**Fire Walls (IBC Table 705.4):**

Fire wall fire-resistance rating required: 3 Hour

*Existing buildings are in compliance.*

**Fire Barriers (IBC Table 706.3.9):**

Fire-resistance rating requirements for fire barriers assemblies between fire areas: 2 Hours

*Existing buildings are in compliance*

**Fire Partitions (IBC 708.3):**

Fire partitions shall have a fire-resistance rating of not less than 1 hour.

*Existing buildings are in compliance.*

**Smoke Barriers (IBC 709.3):**

A 1-hour fire-resistance rating is required for smoke barriers. In Group I-3 a smoke barriers constructed of minimum 0.10-inch-thick steel is allowed.

*Existing buildings are in compliance.*

**Smoke Partitions (IBC 710.3)**

Smoke partitions are not required to have a fire-resistance rating.

*Existing buildings are in compliance.*

**Interior Wall and Ceiling Finishes (Sprinklered) (IBC Table 803.5):**

Exit enclosures and exit passageways: Class A

*Existing buildings are in compliance*

Corridors: Class A (Class B permitted as wainscoting if <48")

*Existing buildings are in compliance.*

Rooms and enclosed spaces: Class C

*Existing buildings are in compliance.*

**Interior Floor Finish (IBC 804.4.1):**

Interior floor finish and floor covering materials in exit enclosures, exit passageways and corridors shall not be less than Class I.

*Existing buildings are in compliance.*

**Automatic Sprinkler System (IBC 903.2.5):**

An automatic sprinkler shall be provided throughout buildings with a Group I fire area.

*Existing buildings are in compliance. There is an existing sprinkler system through-out.*



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**Other required suppression systems (IBC 903.2.13):**

1 hour separation and/or protection is required for cells equipped with padded surfaces.

*The existing Communication Center has a special fire suppression system within the crucial areas of the building.*

**Fire Alarm and Detection Systems:**

A manual fire alarm system shall be installed in Group I occupancies. An electrically supervised, automatic smoke detection system shall be provided in accordance with Sections 907.2.6.1 and 907.2.6.2. (IBC 907.2.6)

*Existing buildings are in compliance. There is an existing fire alarm system through-out*

Group I-3 occupancies shall be equipped with a manual and automatic fire alarm system installed for alerting staff. (IBC 907.2.6.3)

*Existing buildings are in compliance*

**Smoke Control Systems:**

Openings in smoke barriers are exempt from automatic-closing requirement but need to comply with protection of fire door assemblies complying with Section 715.4.3. (IBC 909.5.2)

*Existing buildings are in compliance*

**Occupant Load (IBC Table 1004.1.1)**

*The existing building occupant load is 1,931 occupants*

**Egress Width (IBC 1005.1)**

Stairways (inches per occupant): 0.2

Other egress components (inches per occupant): 0.15

*Existing buildings are in compliance. The existing buildings utilized egress width of 0.3 inches per occupant.*

**Stairways:**

The width of stairways shall not be less than 44 inches. (IBC 1009.1)

Stair Tread and Risers: Riser= 7", Tread = 11" (IBC 1009.3)

Solid risers are not required for occupancies in Group I-3. (IBC 1009.3.3)

Stairways shall have handrails on each side and comply with 1012. (IBC 1009.10)

*Existing buildings are in compliance.*

**Ramp Slopes (IBC 1010.2):**

Ramps used as part of a means of egress shall have a running slope not steeper than one unit vertical in 12 units horizontal (8-percent slope).

The slope of other pedestrian ramps shall not be steeper than one unit vertical in eight units horizontal (12.5-percent slope).

*Existing buildings called for exit ramp not to exceed 1:8, all others 1:6*

**Exit Signs:**

Exit signs are not required in sleeping areas in occupancies in Group I-3. (IBC 1011.1)

*Existing buildings are in compliance*



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**Handrails:**

Handrails must be not less than 34 inches and not more than 38 inches above stair tread nosing. (IBC 1012.2)

*Existing buildings are in compliance.*

Clear space between a handrail and a wall or other surface shall be a minimum of 1.5 inches. (IBC 1012.6)

*Existing buildings are in compliance.*

**Common Path of Egress Travel (IBC 1014.3)**

The length of a common path of egress travel in a Group I-3 occupancy shall not be more than 100 feet .

*Existing buildings are in compliance.*

**Exit and Exit Access Doorways:**

Single means of egress in Group I-3 is allowed with maximum occupant load of 10. (IBC Table 1015.1)

*Existing buildings are in compliance*

**Exit Access Travel Distance:**

Maximum exit access travel distance (with sprinkler system) is 200 feet. (IBC Table 1016.1)

*Existing buildings are in compliance*

**Corridors:**

In Group I-3 Condition 4, the dead end in a corridor shall not exceed 50 feet. (IBC 1017.3)

*Existing buildings are in compliance*

Corridor fire-resistance rating (with sprinkler system) is 1 hour. (IBC Table 1017.1)

*Existing buildings are in compliance*

**Structural Design:**

Occupancy Category: III (IBC Table 1604.5)

Minimum uniformly distributed live loads (IBC Table 1607.1):

Cell Blocks: 40 psf

Corridors: 100 psf

**Energy Code Analysis per Wisconsin Admin. Code Comm 63 and IECC 2006**

**Climate Zone (IECC 301):**

Zone 6A (Moist)

**Design Conditions (IECC 302):**

The interior design temperatures used for heating and cooling load calculations shall be a maximum of 72°F for heating and minimum of 75°F for cooling.

**Building Envelop Requirements – Opaque Assemblies (IECC 502.2(1)):**

Roof (Insulation entirely above deck): R-20 continuous insulation

Walls above Grade (Mass\*): R-9.5 continuous insulation

Walls below Grade: No Requirement



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Floors (Mass**):	R-10 continuous insulation
Floors (Joist/Framing):	R-19
Slab-on-Grade Floors (Unheated slabs):	No Requirement
Slab-on-Grade Floors (Heated Slabs):	R-10 for 36 in. below
Opaque Doors (Swinging):	U-0.70
Opaque Doors (Roll-up or sliding):	U-0.50

\*\*"Mass walls" shall include walls weighing at least 35 pounds per square foot of wall surface area or 25 pounds per square foot of wall surface area if the material weight is not more than 120 pounds per cubic foot.

\*\*\*"Mass floors" shall include floors weighing at least 35 pounds per square foot of floor surface area or 25 pounds per square foot of floor surface area if the material weight is not more than 12 pounds per cubic foot.

**Building Envelop Requirements – Fenestration (IECC 502.3):**

Framing materials other than metal with or without metal reinforcement or cladding :

U- Factor: 0.35

Metal framing with or without thermal break

Curtain Wall/Storefront U- Factor: 0.45

Entrance Door U- Factor: 0.80

All Other U- Factor\*: 0.55

SHGC (Solar Heat Gain Coefficient) - All Frame Types

SHGC: PF < 0.25 0.40

SHGC:  $0.25 \leq \text{PF} < 0.5$  No Requirement

SHGC: PF  $\geq 0.5$  No Requirement

Skylights (3% maximum)

Glass U- Factor: 0.60

Glass SHGC: 0.40

Plastic U- Factor: 0.90

Plastic SHGC: 0.62

\*All others include operable windows, fixed windows and non-entrance doors.

**Energy Code Analysis per International Energy Conservation Code (IECC) 2009**

**Climate Zone (IECC 301):**

Zone 6A (Moist)

**Design Conditions (IECC 302):**

The interior design temperatures used for heating and cooling load calculations shall be a maximum of 72°F for heating and minimum of 75°F for cooling.

**Building Envelop Requirements – Opaque Assemblies, Max. U- Factor (IECC 502.1.2):**

Roof (Insulation entirely above deck): U-0.048 continuous insulation

Walls above Grade (Mass\*): U-0.80 continuous insulation

Walls below Grade: C-0.119

Floors (Mass\*\*): U-0.064

Floors (Joist/Framing): U-0.033





Slab-on-Grade Floors (Unheated slabs): F-0.540  
Slab-on-Grade Floors (Heated Slabs): F-0.860

**Building Envelop Requirements – Opaque Assemblies (IECC 502.2(1)):**

Roof (Insulation entirely above deck): R-20 continuous insulation  
Walls above Grade (Mass\*): R-13.3 continuous insulation  
Walls below Grade: No Requirement / R-7.5 continuous insulation  
Floors (Mass\*\*): R-12.5 continuous insulation  
Floors (Joist/Framing): R-30  
Slab-on-Grade Floors (Unheated slabs): R-10 for 24 in. below  
Slab-on-Grade Floors (Heated Slabs): R-15 for 24 in. below  
Opaque Doors (Swinging): U-0.70  
Opaque Doors (Roll-up or sliding): U-0.50

\*"Mass walls" shall include walls weighing at least 35 pounds per square foot of wall surface area or 25 pounds per square foot of wall surface area if the material weight is not more than 120 pounds per cubic foot.

\*\*"Mass floors" shall include floors weighing at least 35 pounds per square foot of floor surface area or 25 pounds per square foot of floor surface area if the material weight is not more than 12 pounds per cubic foot.

**Building Envelop Requirements – Fenestration (IECC 502.3):**

Framing materials other than metal with or without metal reinforcement or cladding :

U- Factor: 0.35

Metal framing with or without thermal break

Curtain Wall/Storefront U- Factor: 0.45

Entrance Door U- Factor: 0.80

All Other U- Factor\*: 0.55

SHGC (Solar Heat Gain Coefficient) - All Frame Types

SHGC: PF < 0.25 0.40

SHGC:  $0.25 \leq \text{PF} < 0.5$  No Requirement

SHGC: PF  $\geq 0.5$  No Requirement

Skylights (3% maximum)

U- Factor: 0.60

SHGC: 0.40

\*All others include operable windows, fixed windows and non-entrance doors.

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The county has requested that the expansion be designed to meet LEED Silver criteria. We have included a LEED v3.0 checklist of suggested strategies based on some of the specifics of this project. We have assumed a white roof as the basis of the new design, with an alternate of a green (planted) roof. There are additional Water Efficiency LEED points available for a planted roof, but these decisions will be made based partly on first costs. We have evaluated the specific LEED points and made recommendations about how easily each point can be attained. Many points are available because they are standard in our specifications. Many more points are available for a small up-charge or modification to current procedures. The last row of points are either unavailable for this project, or only available with a significant upfront costs.

K5A

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# BROWN CO. WI JAIL EXPANSION NEEDS ASSESSMENT & COST ESTIMATE

Yes	?	No						
<b>Sustainable Sites (con'd)</b>								
			Credit 4.4 <b>Alternative Transportation</b> , Parking Capacity	2	2			
			Credit 5.1 <b>Site Development</b> , Protect or Restore Habitat	1		1		
			Credit 5.2 <b>Site Development</b> , Maximize Open Space	1			1	
			Credit 6.1 <b>Storm water Design</b> , Quantity Control	1	1			
			Credit 6.2 <b>Storm water Design</b> , Quality Control	1			1	Possible Variance if locally treated
			Credit 7.1 <b>Heat Island Effect</b> , Non-Roof	1		1		
			Credit 7.2 <b>Heat Island Effect</b> , Roof	1	1			Standard in DLR Group Specs
			Credit 8 <b>Light Pollution Reduction</b>	1	1			Standard in DLR Group Specs
<b>Water Efficiency 10 Points</b>								
Y			Prereq <b>Water Use Reduction</b> , 20% Reduction					
			Credit 1.1 <b>Water Efficient Landscaping</b> , Reduce Water Usage by 50%	2	2			
			Credit 1.2 <b>Water Efficient Landscaping</b> , No Potable Use or No Irrigation	2		2		
			Credit 2 <b>Innovative Wastewater Technologies</b>	2		2		
			Credit 3.1 <b>Water Use Reduction</b> , 30% Reduction	2			2	Waterless Urinals - a must
			Credit 3.2 <b>Water Use Reduction</b> , 40% Reduction	2			2	If we go with dual flush toilets as we
<b>Energy &amp; Atmosphere 35 Points</b>								
Y			Prereq 1 <b>Fundamental Commissioning of the Building Energy Systems</b>	Req'd				Contract with Commissioning Agent
Y			Prereq 2 <b>Minimum Energy Performance</b> (10% New Bldgs or 5% Existing Bldg Renovations)	Req'd				Must now meet ASHRAE 90.1 - 2007
Y			Prereq 3 <b>Fundamental Refrigerant Management</b>	Req'd				No CFCs
			Credit 1 <b>Optimize Energy Performance</b> (28% over ASHRAE 90.1 - 2007)	1 to 19	5	10	4	
			Credit 2 <b>On-Site Renewable Energy</b>	1 to 7			7	
			Credit 3 <b>Enhanced Commissioning</b>	2		2		
			Credit 4 <b>Enhanced Refrigerant Management</b>	2			2	Trade-off with Energy Performance
			Credit 5 <b>Measurement &amp; Verification</b>	3		3		Aircurity Systems - DDC controls
			Credit 6 <b>Green Power</b>	2			2	Depends on Local Energy Market
<b>Materials &amp; Resources 14 Points</b>								
Y			Prereq 1 <b>Storage &amp; Collection of Recyclables</b>	Req'd				Recyclable Bins location map
			Credit 1.1 <b>Building Reuse</b> , Maintain 75% of Existing Walls, Floors & Roof	2		2		Remodel Only
			Credit 1.2 <b>Building Reuse</b> , Maintain 100% of Existing Walls, Floors & Roof	1		1		
			Credit 1.3 <b>Building Reuse</b> , Maintain 50% of Interior Non-Structural Elements	1			1	
			Credit 2.1 <b>Construction Waste Management</b> , Divert 50% from Disposal	1	1			
			Credit 2.2 <b>Construction Waste Management</b> , Divert 75% from Disposal	1	1			
			Credit 3.1 <b>Materials Reuse</b> , 5%	1			1	
			Credit 3.2 <b>Materials Reuse</b> , 10%	1			1	
			Credit 4.1 <b>Recycled Content</b> , 10% (post-consumer + ? pre-consumer)	1	1			
			Credit 4.2 <b>Recycled Content</b> , 20% (post-consumer + ? pre-consumer)	1		1		
			Credit 5.1 <b>Regional Materials</b> , 10% Extracted, Processed & Manu. Regionally	1	1			
			Credit 5.2 <b>Regional Materials</b> , 20% Extracted, Processed & Manu. Regionally	1	1			
			Credit 6 <b>Rapidly Renewable Materials</b>	1			1	
			Credit 7 <b>Certified Wood</b>	1		1		



## BROWN CO. WI JAIL EXPANSION NEEDS ASSESSMENT & COST ESTIMATE

Yes ? No	Indoor Environmental Quality		15 Points
<input checked="" type="checkbox"/>	Prereq 1	Minimum IAQ Performance	Req'd
<input checked="" type="checkbox"/>	Prereq 2	Environmental Tobacco Smoke (ETS) Control	Req'd
<input checked="" type="checkbox"/>	Credit 1	Outdoor Air Delivery Monitoring	1
<input checked="" type="checkbox"/>	Credit 2	Increased Ventilation	1
<input checked="" type="checkbox"/>	Credit 3.1	Construction IAQ Management Plan, During Construction	1
<input checked="" type="checkbox"/>	Credit 3.2	Construction IAQ Management Plan, Before Occupancy	1
<input checked="" type="checkbox"/>	Credit 4.1	Low-Emitting Materials, Adhesives & Sealants	1
<input checked="" type="checkbox"/>	Credit 4.2	Low-Emitting Materials, Paints & Coatings	1
<input checked="" type="checkbox"/>	Credit 4.3	Low-Emitting Materials, Flooring Systems	1
<input checked="" type="checkbox"/>	Credit 4.4	Low-Emitting Materials, Composite Wood & Agrifiber Products	1
<input checked="" type="checkbox"/>	Credit 5	Indoor Chemical & Pollutant Source Control	1
<input checked="" type="checkbox"/>	Credit 6.1	Controllability of Systems, Lighting	1
<input checked="" type="checkbox"/>	Credit 6.2	Controllability of Systems, Thermal Comfort	1
<input checked="" type="checkbox"/>	Credit 7.1	Thermal Comfort, Design	1
<input checked="" type="checkbox"/>	Credit 7.2	Thermal Comfort, Verification	1
<input checked="" type="checkbox"/>	Credit 8.1	Daylight & Views, Daylight 75% of Spaces	1
<input checked="" type="checkbox"/>	Credit 8.2	Daylight & Views, Views for 90% of Spaces	1

Depends on Smoking permitted in Bldg  
Depends on whether EMS is included  
Conflict with IECC  
Spec item, readily available  
Need to be careful w operable windows  
Skylights

Yes ? No	Innovation & Design Process		5 Points
<input checked="" type="checkbox"/>	Credit 1.1	Innovation in Design: Provide Specific Title	1
<input checked="" type="checkbox"/>	Credit 1.2	Innovation in Design: Provide Specific Title	1
<input checked="" type="checkbox"/>	Credit 1.3	Innovation in Design: Provide Specific Title	1
<input checked="" type="checkbox"/>	Credit 1.4	Innovation in Design: Provide Specific Title	1
<input checked="" type="checkbox"/>	Credit 1.5	Innovation in Design: Provide Specific Title	1
<input checked="" type="checkbox"/>	Credit 2	LEED® Accredited Professional	1

Innovation Credits available for exceeding standard point system guidelines OR innovative design techniques.  
Several LEED APs in the team

Yes ? No	Regional Bonus Credits - Based on 54311 Zipcode		Max. 4 Points
<input checked="" type="checkbox"/>	Regional Priority: SSc1	1	1
<input checked="" type="checkbox"/>	Regional Priority: SSc4.2	1	1
<input checked="" type="checkbox"/>	Regional Priority: SSc5.1	1	1
<input checked="" type="checkbox"/>	Regional Priority: SSc5.2	1	1
<input checked="" type="checkbox"/>	Regional Priority: SSc6.1	1	1
<input checked="" type="checkbox"/>	Regional Priority: WEC1, Opt. 2	1	1

These Additional Points have been identified as Regional Priorities. Max. of any four of the six.

Yes ? No	Project Totals (pre-certification estimates)		110 Points
<input checked="" type="checkbox"/>	Certified 40-49 points	Silver 50-59 points	Gold 60-79 points
<input checked="" type="checkbox"/>	Platinum 80+ points	37	42
<input checked="" type="checkbox"/>			31

Footnotes  
(1) These Basic Opportunities are strong sustainability issues but may not contribute to LEED credits. However, if these strategies are firmly innovative they may qualify for credits under Innovation & Design Process  
(2) Items listed as 'Required' must be attained before any other credits in that category can be attained for

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## VII. ELECTRICAL SYSTEMS ASSESSMENT

This report is intended to present electrical systems data applicable to possible expansion of the Brown County Jail and Juvenile Detention Facility. It is not intended to provide a detailed description of the new electrical systems, nor to encompass all of the work required to construct the facility according to any proposed plan. The following is a limited narrative evaluating the viability of electrical systems for expansion into the new proposed areas.

### Power Distribution & Wiring

The main power for the facility enters via an underground feeder fed from a 2500kVA pad mounted transformer. The service equipment is a Square D Power Style Switchboard rated at 3000 amps, 277/480V three phase. At time of verification, the meter was showing current consumption at 930 amps, with the peak maximum demand at 813kW and 1228 amps. Assuming the new additions are similar in power density to the original building, the existing switchboard is large enough to handle the new loads.

Additional mechanical equipment in the main mechanical rooms shall be served from the existing motor control centers. The motor control centers were planned for expansion and will accommodate additional mechanical equipment with ease.

New panels will be located in the new areas, following a similar distribution scheme to the original building.

### Interior Lighting & Control

The interior lighting for the new additions shall be altered slightly to comply with owner requirements and to maximize energy efficiency. The original lighting is controlled by the facility security electronics, via a Micro-Lite lighting control panel. The Micro-Lite panels add an additional layer of sophistication not required or desired by the County. As a result, the new addition will be controlled by the security electronics via lighting contactors that will not contain an additional central processing unit.

Additional daylight harvesting controls will also be implemented, primarily in the dayrooms, where natural light is abundant.

### Emergency Power

The facility is backed by a Kohler emergency generator. The diesel generator is rated at 800kW, which will be sufficient to carry the added loads from the new additions.

The emergency distribution system has 3 transfer switches. ATS#1 serves emergency lighting and other loads essential to life safety. ATS#2 serves equipment essential to safe operation of the jail. ATS #3 serves other equipment desirable during extended outages. A 4<sup>th</sup> ATS was recently added for the E911 operations center. Each of the associated distribution panels from each ATS has available spare capacity to extend into the new additions.



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### **Fire Alarm System**

The existing fire alarm system is an Edwards EST-3 fire panel. The panel is located in Master Control. It appears to be easily expandable to the new areas of this facility. Additional battery backup and notification appliance power supplies will be required to accomplish the expansion.





## VIII. MECHANICAL SYSTEMS ASSESSMENT

This report is intended to present electrical systems data applicable to possible expansion to the Brown County Jail and Juvenile Detention Facility. It is not intended to provide a detailed description of the new mechanical systems, nor to encompass all of the work required to construct the facility according to any proposed plan. The following is a limited narrative evaluating the viability of electrical systems for expansion into the new proposed areas.

### HVAC Systems Description

Hot water heat is provided by two natural gas fired boilers. The boilers were installed in 2002. The boilers have had numerous issues and should be replaced and expanded under the base recommendation to meet the heating requirements of the additions. The hot water distribution is currently a primary/secondary system. This system is problematic for loop temperature control and consumes more energy than more modern alternatives. The hydronic distribution system and hydronic specialties are in good condition. The kitchen steam is provided by a single large steam boiler generating 125 psi steam. This boiler cycles too much since it is significantly oversized.

- Replace boilers with 6 – 2000 MBH Aerco Benchmark boilers under base option.
- Modify pumping, piping and controls to a variable primary flow system.
- Extend piping distribution system for the additions.
- As an option utilize a 150 ton Water to Water Ground Source Heat pump coupled with 150 (200 feet deep) vertical well heat exchanger to serve the additions these heat pumps provide heating hot water.
  - Cost for this option is approximately \$475,000. \$375,000 for the well field and \$100,000 for the water to water heat pumps.
- As a second option utilize Water to Water Ground Source Heat pump coupled with 300 (200 feet deep) vertical well heat exchanger with 3- 2000 MBH Aerco Benchmark boiler for supplemental heat to serve entire complex, these heat pumps provide heating hot water.
  - Cost for this option is approximately \$900,000. \$750,000 for the well field and \$150,000 for the water to water heat pumps.
- Replace large steam boiler with 3 – 2000 mbh fully modulating 125 psi. modular steam boilers to serve kitchen steam needs.

Chilled water is provided by a water cooled chiller with heat rejected to the atmosphere via a cooling tower. The chilled water system will need to be expanded with the addition of another water cooled centrifugal chiller with an associated cooling tower to meet the cooling requirements of the additions. The chilled water distribution is currently a primary/secondary system. This system is problematic for loop temperature control and consumes more energy than more modern alternatives. The hydronic distribution system and hydronic specialties are in good condition.

- Add 300 tons of chilled water capacity under base option.
- Modify pumping, piping and controls to a variable primary flow system.
- Extend piping distribution system for the additions.
- As an option utilize a 150 ton Water to Water Ground Source Heat pump coupled with 150 (200 feet deep) vertical well heat exchanger (same well field



as heating system) to serve the additions these units provide chilled water for cooling.

- Cost for this option is approximately \$100,000 for the water to water heat pumps. The well field cost was included in the heating price above.
- As a second option utilize a 300 ton Water to Water Ground Source Heat pump coupled with 300 (200 feet deep) vertical well heat exchanger (same well field as heating system) with existing chiller for supplemental cooling to serve entire complex, these heat pumps provide chilled water for cooling.
  - Cost for this option is approximately \$150,000 for the water to water heat pumps. The well field cost was included in the heating price above.

The building exhaust system has had problems particularly with maintaining adequate exhaust in the showers. Replace the ductwork and fan to all showers to increase the exhaust air quantity to better maintain humidity levels and minimize mold potential and indoor air quality issues.

- Replace existing exhaust fans and ductwork for showers.
- In new addition increase the exhaust and ductwork sizing to reduce ventilation issues.

Large air-handling units either located in mezzanines, mechanical rooms or rooftops provide the heating, ventilation and air-conditioning for the building. These systems are either constant volume or variable volume. The units are approximately half way through their normal life expectancy. None of these units were designed for the proposed expansion. New units will need to be provided to support the addition.

- Add Variable Air Volume (VAV) with hydronic reheat for new additions. AHU's in additions will have energy recovery.
- Add Melink variable air volume exhaust system for each of the 2 existing kitchen hoods. Replace associated exhaust fan and makeup air units with VAV capable units. Add chilled water coil to new makeup air units for dehumidification control.
- Add electric or hot water reheat to the existing corner cells, since these cells are cold in the winter.

Extend the Siemens Apogee DDC control system for the new addition. Tie in the heating and cooling options to the existing system.

Include Retro-commissioning and rebalancing of the air and water of the HVAC system of the existing building (\$275,000 budget price). Include LEED enhanced commissioning for the addition (\$100,000 budget price).

### Plumbing Systems Description

The domestic water is distributed throughout the facility in copper pipe and appears to be in good condition. The insulation appears to be in good condition.

- Extend the existing system to the new addition.
- Replace existing duplex with a new triplex domestic water booster system.





Multiple 1000 gallon natural gas fired water heaters serve the building. One water heater is dedicated to the building water heating needs and one is dedicated to the kitchen needs.

- Add an additional domestic water heater (PVI Power VT 250 gallon 860 gallons per hour recovery) and extend domestic hot water system to new addition.
- Add domestic hot water solar thermal preheat system to preheat inlet water.

The building sanitary and waste system is in good condition. The kitchen grease interceptors are in good condition.

- Add code compliant sanitary waste system to new additions.

The storm water is handled by roof drains and interior downspouts. The system generally consists of cast iron or copper and appears to be in good condition.

- Add code compliant storm drainage system to new additions.
- Provide storm water storage system that can be used for cooling tower makeup or non potable uses.

In general the plumbing fixtures are in good condition. Provide infrared sensors on public water closets, urinals and lavatory faucets.

Gas piping is extended throughout the boiler room, kitchen and elsewhere as required. The piping appears to be in good condition.

### **Fire Protection Systems Description**

The entire facility is sprinkled. Extend the existing fire protection system for the new additions.

- Provide new fire protection booster system and 2 new zones for the additions.
- Provide new vandal resistant fire protection heads in the existing pods as well as new pods.



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## IX. SECURITY ELECTRONICS SYSTEMS ASSESSMENT

The existing facility has a complete electronic security system that includes security lock control, video communications (CCTV), and audio communications (intercoms, telephone, etc.). It also includes a video appearance system, a duress alarm system, lighting control and uninterruptible power supply. All systems are monitored/controlled by a Master Control Center on the second floor of the core support building, and by a series of local control positions throughout the housing pods and other miscellaneous locations in the building. The Master Control Center is operated by two staff with two fully operational sets of controls.

Each of the two control interfaces (VGUs) is a flat screen monitor utilizing mouse control. CCTV monitors are small, vacuum tube style, 4 to a control station, with one large monitor between the two posts. The software for the control system is based on the non-proprietary "Wunderware" software and has been recently upgraded.

Primary security system equipment is housed in two rooms, one adjacent to the master control operations room and within its perimeter, and a second room down the corridor approximately 60 feet. The second room is used primarily to house the equipment and cabling serving the video system. There is rack space in both rooms for system expansion, although wall space for cabinets for lock control systems and such is limited.

For the future Phase 1 and 2 expansion the Master Control Center should add a third position to handle increased numbers of inmates and movement. Space was designed into the Master Control Center for this purpose and is available for development. It is recommended that the CCTV system monitors all be replaced with larger flat screen models. Jail staff have also requested that pan-tilt-zone (PTZ) cameras be added to existing dayrooms, especially in direct supervision housing pods. All new housing pods should utilize PTZ cameras in the dayrooms. Additional conduit/cable runs are likely necessary to accomplish this capability.

Conversion to an I.P. video system is a consideration when upgrades are made in the CCTV systems.

Jail staff confirmed the adequacy of the general security electronics control systems.

The staff is interested in establishing a video visiting system in at least in the new housing pods. The visitors would initially be located in the public visitor sub-lobby adjacent to the main public lobby. To make room at least two rows of seating (which is largely unused) would be removed to facilitate the installation of approximately 8 wall-mounted visiting units. Since the 8 units will serve approximately 24 stations (4 each at six new pods) a switcher system will be needed, as well as a location for the equipment. The master control equipment room may be a possibility. It is anticipated that attorneys would still visit at the pods unless we install stations in a private room, such as the two nearby small multi-purpose meeting rooms (one unit each). As with the PTZ cameras additional cabling and conduit would need to be added running from the visiting sub-lobby, the equipment location, and the inmate visiting stations at housing.

Long-term, if the video visiting approach is embraced, a new public video visiting center would need to be created along with renovations to existing inmate visiting stations at



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housing. While video visiting has had appeal to attorneys in other jurisdictions it is usually because they also have the option of a traditional face-to-face visit.

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## **X. FOOD AND LAUNDRY SERVICES NEEDS AND COST ESTIMATE**

This study is to determine if the existing production kitchen and laundry is capable of production for a Phase 1 addition of 184 inmates and a Phase 2 addition of an additional 184 inmates for a combined total of 368 inmates.

After a site survey of the existing facility on July 9, 2009 and meeting with Captain John Jadin, Nate Curell, and Lieutenant Phil Steffen, the consultant would offer the following comments.

### **FOODSERVICE - REVIEW**

Currently the county uses ARAMARK as an outside foodservice operator utilizing inmate labor. Darryl Martin is the onsite Foodservice Director for ARAMARK. The original kitchen design was to feed the original jail population as well as a future 200 bed Mental Health Center addition.

During the consultant's review it was evident that some of the existing equipment (beverage, cooking equipment and walk-in's) is not being utilized due to the current population and the use of inmate labor.

The existing kitchen is adequately sized and quite capable of adding the 368 inmate foodservice load. If needed, idle kitchen equipment (steam kettles, walk-in freezer, additional tray line assembly, etc.) could be brought back into operation to pick-up the additional production load.

### **FOODSERVICE - REQUIRED**

Add the following new equipment in order to handle the additional production load:

#### EQUIPMENT COST PHASE 1

Three food transport carts	\$15,000
84 meal trays	<u>4,050</u>
TOTAL	\$19,050

#### EQUIPMENT COST PHASE 2

Three food transport carts	\$15,000
84 meal trays	<u>4,050</u>
TOTAL	\$19,050





## FOODSERVICE - OPTIONS

The existing hoods are straight exhaust hoods and the county would benefit by installing a "demand" control system on each hood. The demand system controls the exhaust fan volume (up and down) based upon the heat gain/loss sensed under the hood, thus saving exhaust volumes during idle cooking times. Costs for this are included in the mechanical report.

The existing dishwasher is operating adequately, however it is aging and utilizes dated technology. A quick audit of the existing machine versus a new unit with current technology suggests a savings of approximately \$9,500 per year at today's energy costs. A new machine would cost approximately \$120,000 for a 12.6 year payback at today's energy costs.

The cart wash area has FRP panels that are separating from the walls and should be replaced with full height stainless steel panels.

### EQUIPMENT COST

Replace existing food trays	\$18,000
Dishwasher	120,000
Exhaust hood controls (see mechanical)	0
Cart wash stainless steel	3,000
TOTAL	\$141,000

## LAUNDRY - REVIEW

Currently the laundry is operated by the county and managed by Diane LeBoeuf. It utilizes inmate labor and operates 8 hours per day Wednesday, Thursday and Friday and 10 hours per day on Monday and Tuesday. The original laundry design was to handle the original jail population as well as future 200 bed Mental Health Center addition.

During the review it was evident that some of the existing equipment (linen and toweling folders) are not being utilized due to the current population and the use of inmate labor.

The existing laundry is adequately sized and quite capable of adding the 368 inmate laundry load however it will require increasing the daily work shift, shifting workloads to shorter work days or purchasing an additional washer to pick-up the additional laundry load.



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### **LAUNDRY - REQUIRED**

Modify the laundry operating schedule by adding hours to shorter work days, shift work load to shorter work days or add an additional split shift to cover the additional poundage.

#### **EQUIPMENT COST PHASE 1**

6 laundry carts	<u>\$1,500</u>
TOTAL	<u>\$1,500</u>

#### **EQUIPMENT COST PHASE 2**

6 laundry carts	<u>\$1,500</u>
TOTAL	<u>\$1,500</u>

### **LAUNDRY - OPTIONAL**

#### **EQUIPMENT COST**

120 pound washer	<u>\$25,000</u>
TOTAL	<u>\$25,000</u>

Price estimates are in 2009 dollars and include freight, delivery, uncrating, assembly, setting in place, demonstration and one year parts and labor guarantee. Estimates do not including plumbing, electrical or mechanical connections, fans, curbs, dampers, starters, disconnects or other plumbing, electrical or mechanical accessories. Taxes, if any, are not included.



## XI. COST ESTIMATE

### A. BACKGROUND

Facility and project cost estimates are based on a variety of elements that are comprehensive but not all inclusive:

1. Building construction costs.
2. Renovation and demolition costs.
3. Professional fees and services.
4. Kitchen and laundry equipment costs.
5. Soil test and site survey costs.
6. Video appearances equipment costs.
7. Furniture, fixture and equipment costs.

Not included in the estimates are professional financial services, or any legal fees incurred in the development of the facility.

All estimates are based on the assumption that the earliest that construction will begin is Spring 2011 for Phase 1 or a combined Phase 1 & 2. This date assumes that the county begins the detail planning and design no later than early next year. A later anticipated construction start would be cause for an inflationary adjustment in estimated costs if warranted by the data.

The anticipated construction start date is important because the consultants have to escalate costs to the point when actual construction would begin. This is especially important given the 6.7% average annual construction cost inflation experienced with jails over the last three years (see the RS Means Square Foot Costs, 30<sup>th</sup> edition). Jail costs in the past have escalated much faster than inflation largely due to national and international competition for materials. Indeed construction costs for jails have escalated nearly 50% between the year the jail-juvenile facility was bid (1999) and this year. See the table below which has been adjusted to costs for the Green Bay area.

#### NATIONAL AVERAGE SQUARE FOOT COSTS - JAILS

Source: R. S. Means Square Foot Costs

Year	Average Sq. Ft. Cost	Annual % change	Cumulative% Change
1999	\$152.48	-	-
2000	\$172.34	13.0%	13.0%
2001	\$155.42	-9.8%	1.9%
2002	\$176.26	13.4%	15.6%
2003	\$163.74	-7.1%	7.4%
2004	\$166.17	1.5%	9.0%
2005	\$176.82	6.4%	16.0%
2006	\$187.71	6.2%	23.1%
2007	\$199.72	6.4%	31.0%
2008	\$206.36	3.3%	35.3%
2009	\$227.71	10.3%	<b>49.3%</b>
2010			

Average: 4.4%

Average of last 3 years: 6.7%



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For the purposes of this analysis given historic inflation rates and the current economic situation, the consultants have applied a 5% annual cost escalation rate.

It should be noted that the square foot costs cited in the previous table are for entire jail facilities, that is, all administrative and support areas included, not just jail cell areas. Cell areas are, by far, the most expensive areas of a jail. They are primarily the types of areas being constructed and cost estimated for the Phase 1 and 2 projects. Thus the square foot costs used will be considerably higher than the costs shown on the table above.

## **B. THE ESTIMATES**

We have been asked to look at this project as three (3) potential construction phasing options. Estimates for each of these options appears below.

Aside from considering the basic option of doing the phases separately or together it may at least be worthwhile looking at a couple of major alternates that split the difference to some degree. One would be to design both phases at once and then get the cost of doing the second phase along with the first. The other might be to seek a cost for shelling the second phase. This would test the proposition that costs might be favorable in late 2010 while also allowing the county the option of executing the amount of work it finds to be in its best economic interest at the time.

On the following pages are the base construction and project cost estimates for the three phasing options. Project costs include the price of construction plus other costs including professional fees, furniture and equipment, soils tests, telephones, and so forth. The client should assume a 10% factor around the estimated costs given unknowns related to final design and the economic conditions at the time of bidding.

### **COST ESTIMATE SUMMARY:**

#### PHASE 1 – 3 PODS, 184 beds, Miscellaneous Improvements

Assumed Construction Start: Spring 2011

Construction: \$12,619,000 +/-10% in Current dollars

Total Project: \$16,446,959 +/-10% with project costs & escalation

#### PHASE 2 – 3 PODS, 184 beds, Miscellaneous Improvements

Assumed Construction Start: Spring 2014

Construction: \$11,893,250 +/-10% in Current dollars

Total Project: \$17,663,989 +/-10% with project costs & escalation

#### PHASES 1 & 2 – 6 PODS, 368 beds, Miscellaneous Improvements

Assumed Construction Start: Spring 2011

Construction: \$24,014,000 +/-10% in Current dollars

Total Project: \$31,447,679 +/-10% with project costs & escalation

The cost for doing Phases 1 & 2 together is estimated to be \$2,663,000 less than doing them separately (\$31,447,679).



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**Project Cost Estimate- Phase 1**

<b>Description- 44,873 GSF Addition</b>	<b>Amount</b>	<b>Cost/ S.F.</b>
Foundations	\$320,000	\$7.13
Superstructure	\$956,750	\$21.32
Exterior Enclosure	\$568,500	\$12.67
Roofing	\$244,500	\$5.45
Interior Construction	\$680,250	\$15.16
Stairs	\$107,750	\$2.40
Interior Finishes	\$787,000	\$17.54
Plumbing	\$500,000	\$11.14
HVAC	\$1,532,750	\$34.16
Fire Protection	\$157,000	\$3.50
Electrical	\$1,739,000	\$38.75
Special Construction (Precast Cells)	\$3,000,000	\$66.86
Selective Demolition	\$0	\$0.00
Site Preparation	\$44,750	\$1.00
Site Mechanical Utilities	\$89,750	\$2.00
Site Electrical Utilities (Parking Lights, etc)	\$0	\$0.00
Secure 12'H Fenced Refuge Area (260 LF)	\$450,000	n/a
Video Visitation Upgrade at Lobby	\$50,000	n/a
General Conditions	\$1,044,000	\$23.27
GC Overhead & Profit	\$347,000	\$7.73
<b>Construction Subtotal - Phase 1</b>	<b>\$12,619,000</b>	<b>\$281.22</b>
Design Contingency 10%	\$1,261,900	
Escalation 5% per year to Spring <b>2011</b> (18 mo.)	\$958,159	
Construction Contingency 3%	\$378,570	
Equipment (Allowance)	\$112,250	\$2.50
Furnishings (Allowance)	\$112,250	\$2.50
Design Fees	\$883,330	
Laundry	\$1,500	
Soft Costs- (Const. Test, Prints, Temporary Utilities)	\$90,000	
Moving/ Transition Costs	\$30,000	
<b>Project Costs Sub-total - Phase 1</b>	<b>\$3,827,959</b>	<b>\$85.31</b>
<b>Total Phase 1 Project Costs</b>	<b>\$16,446,959</b>	<b>\$366.52</b>

**Project Cost Estimate- Phase 2**

<b>Description- 41,902 GSF Addition</b>	<b>Amount</b>	<b>Cost/ S.F.</b>
Foundations	\$298,750	\$7.13
Superstructure	\$893,250	\$21.32
Exterior Enclosure	\$531,000	\$12.67
Roofing	\$228,250	\$5.45
Interior Construction	\$635,250	\$15.16
Stairs	\$100,500	\$2.40
Interior Finishes	\$735,000	\$17.54
Plumbing	\$466,750	\$11.14
HVAC	\$1,431,250	\$34.16
Fire Protection	\$146,750	\$3.50
Electrical	\$1,623,750	\$38.75
Special Construction (Precast Cells)	\$3,000,000	\$71.60
Selective Demolition	\$20,000	n/a
40 New Parking Spots	\$130,000	n/a
20 Additional Staff Lockers	\$6,000	n/a
Site Preparation	\$42,000	\$1.00
Site Mechanical Utilities	\$83,750	\$2.00
Site Electrical Utilities- Parking Lights, etc	\$130,000	\$3.10
General Conditions	\$1,044,000	\$24.92
GC Overhead & Profit	\$347,000	\$8.28
<b>Construction Sub-total - Phase 2</b>	<b>\$11,893,250</b>	<b>\$270.04</b>
Design Contingency 10%	\$1,189,325	
Escalation 5% per year to spring <b>2014</b> (54 mo.)	\$2,920,070	
Construction Contingency 3%	\$356,798	
Equipment (Allowance)	\$104,750	\$2.50
Furnishings (Allowance)	\$104,750	\$2.50
Design Fees	\$832,528	
Food Service	\$141,000	
Laundry (optional \$25,000- add'l 120# machine)	\$1,500	
Soft Costs-(Const. Test, Prints, & Temporary Utilities)	\$90,000	
Moving/ Transition Costs	\$30,000	
<b>Project Costs Sub-total - Phase 2</b>	<b>\$5,770,720</b>	<b>\$137.72</b>
<b>Total Phase 2 Project Costs</b>	<b>\$17,663,989</b>	<b>\$421.55</b>

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**Project Cost Estimate- Phase 1 & 2 as One combined project**

<b>Description- 86,775 GSF Addition</b>	<b>Amount</b>	<b>Cost/ S.F.</b>
Foundations	\$618,500	\$7.13
Superstructure	\$1,848,500	\$21.30
Exterior Enclosure	\$1,098,500	\$12.66
Roofing	\$473,000	\$5.45
Interior Construction	\$1,314,000	\$15.14
Stairs	\$208,000	\$2.40
Interior Finishes	\$1,520,500	\$17.52
Plumbing	\$966,000	\$11.13
HVAC	\$2,961,000	\$34.12
Fire Protection	\$303,500	\$3.50
Electrical	\$3,359,000	\$38.71
Special Construction (Precast Cells)	\$5,100,000	\$58.77
Site Preparation	\$86,500	\$1.00
40 New Parking Spots	\$130,000	n/a
20 Additional Staff Lockers	\$6,000	n/a
Site Improvements	\$586,000	\$6.75
Site Mechanical Utilities	\$173,500	\$2.00
Site Electrical Utilities	\$130,000	\$1.50
Secure 12'H Fenced Refuge Area (260 LF)	\$450,000	n/a
Video Visitation Upgrade at Lobby	\$50,000	n/a
General Conditions	\$1,938,000	\$22.33
GC Overhead & Profit	\$693,500	\$7.99
<b>Construction Subtotal - Phases 1 &amp; 2</b>	<b>\$24,014,000</b>	<b>\$276.74</b>
Design Contingency 10%	\$2,401,400	
Escalation 5% per year to Spring <u>2011</u> (18 mo.)	\$1,823,379	
Construction Contingency 3%	\$720,420	
Equipment (Allowance)	\$217,000	
Furnishings (Allowance)	\$217,000	
Design Fees	\$1,680,980	
Food Service	\$141,000	
Laundry (optional \$25,000- add'l 120# machine)	\$3,000	
Soft Costs (Const. Test, Prints, & Temporary Utilities)	\$179,500	
Moving/ Transition Costs	\$50,000	
<b>Project Costs Sub-total - Phases 1 &amp; 2</b>	<b>\$7,433,679</b>	<b>\$85.67</b>
<b>Total Ph. 1 &amp; 2 Project Costs</b>	<b>\$31,447,679</b>	<b>\$362.40</b>

<b>Total of Phases 1 &amp; 2 SEPARATELY</b>	<b>\$34,110,948</b>	<b>\$393.10</b>
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**Allowances and Alternates**

<b>Description- 2009 Costs</b>	<b>Amount</b>	<b>Cost/ S.F.</b>
Replace 2 Existing Boilers with 6 New- <b>LEED</b>	\$201,500	
Replace 1 Existing Boiler with 3 New- <b>LEED</b>	\$98,500	
Replace and Upgrade Shower Exhaust- <b>LEED</b>	\$20,000	
Replace Existing Kitchen Hood Exhaust and MAU- <b>LEED</b>	\$35,000	
Retro-Commissioning and Re-Balancing- <b>LEED</b>	\$275,000	
Planted Roof- <b>LEED</b>	ADD \$612,500	+ \$13
Acoustical Treatments (1,000 s.f.)	\$15,000	\$15
Secure Shower Enclosure at Intake- Fenced Enclosure	\$5,000	
Modifications to Lobby Control Center (glazing/ casework renovations- 12 LF)	\$14,000	n/a
Alternate for CMU Cell Construction (for all Phase 1 cells)	ADD \$132,600	+ \$13
Alternate for CMU Cell Construction (for all Phase 2 cells)	ADD \$132,600	+ \$13
Carpet Replacement per Pod (2,500 s.f.)	\$7,000	\$3
Geothermal System	\$575,000	
* See Mechanical Assessment Report *		
Roof Replacement (130,000 s.f.)	\$1,657,000	\$12.75

**ALTERNATE PHASING OF PHASE 1**

Another approach to the project is to divide Phase 1 into smaller pieces so as to have tighter control of budgets and smaller-scale projects that are more likely to happen.



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In this scenario the consultants have estimated the costs of making each of the three housing pods proposed for Phase 1 themselves independent phases. Thus the first of the two 64 bed direct supervision pods would be Phase "1A", the second pod, Phase "1B", and the indirect surveillance pod at the opposite end of the complex would be Phase "1C".

Splitting the direct supervision pod set divided between phase 1A and 1B would be the trickiest because the pods share some other elements. Specifically, they share a central corridor, a public egress stair, and a pipe chase. The egress stair would need to be built in Phase 1A, and then moved or replaced in Phase 1B. The shared pipe chase would need an exterior skin for Phase 1A and would need to have it removed to facilitate Phase 1B.

All in all it would be better to do Phases 1A and 1B at the same time, if budgets allow.

The estimates for the three phases appear below. They assume different escalation rates on the assumption that they will be built at different times. For the purpose of this exercise it was assumed that phase 1A would begin construction in the spring of 2011, phase 1B in the spring of 2014, and phase 1C in the spring of 2016.

### Alternate Phase 1A (2011)

#### Project Costs

#### 64 Direct

Includes: Central

<b>\$3,861,966</b>	<b>\$244.23 Construction Subtotal</b>
\$386,197	Design Contingency 10%
\$293,238	Escalation 5% per year to Spring <b>2011</b> (18 mo.)
\$115,859	Construction Contingency 3%
\$37,417	Equipment (Allowance)
\$37,417	Furnishings (Allowance)
\$270,338	Design Fees
\$1,500	Laundry
\$64,833	Soft Costs- (Const. Test, Prints, Temporary Utilities)
\$20,000	Moving/ Transition Costs
<b>\$1,226,799</b>	<b>\$87.89 Project Cost sub-total</b>
<b>\$5,088,765</b>	<b>\$332.12 Total Project Costs</b>



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**Alternate Phase 1B (2014)****Project Costs**

64 Direct Supervision Beds to NE attached to 1A pod

Includes: Some Demolition and additional central corridor; cost escalation.

<b>\$4,013,055</b>	<b>\$253.78 Construction Subtotal</b>
\$401,306	Design Contingency 10%
\$864,838	Escalation 5% per year to Spring <b>2014</b> (54 mo.)
\$120,392	Construction Contingency 3%
\$37,417	Equipment (Allowance)
\$37,417	Furnishings (Allowance)
\$280,914	Design Fees
\$0	Laundry
\$64,833	Soft Costs- (Const. Test, Prints, Temporary Utilities)
\$20,000	Moving/ Transition Costs
<b>\$1,827,117</b>	<b>\$95.49 Project Cost sub-total</b>
<b>\$5,840,172</b>	<b>\$349.27 Total Project Costs</b>

**Alternate Phase 1C (2016)****Project Costs**

56 High Security Indirect Surveillance Beds to SW

Includes: Some Demolition, Lockers and Parking Work, Higher Security, Cost Escalation, Fenced Refuge Area

<b>\$4,175,101</b>	<b>\$264.03 Construction Subtotal</b>
\$417,510	Design Contingency 10%
\$1,419,933	Escalation 5% per year to Spring <b>2016</b> (78 mo.)
\$125,253	Construction Contingency 3%
\$37,417	Equipment (Allowance)
\$37,417	Furnishings (Allowance)
\$292,257	Design Fees
\$0	Food Service
\$0	Laundry
\$64,833	Soft Costs- (Const. Test, Prints, Temporary Utilities)
\$20,000	Moving/ Transition Costs
<b>\$2,414,620</b>	<b>\$195.63 Project Cost sub-total</b>
<b>\$6,589,721</b>	<b>\$459.66 Total Project Costs</b>



## Notes

The Allowances and Alternates are assumed to be completed during a phase of construction. These are not stand alone project costs. These costs are therefore in 2009 dollars and will need to be escalated depending on when they are scheduled to occur.

Phase 1 construction was assumed to begin in the Spring of 2011. Phase 2 construction was escalated out to begin in the Spring of 2014. Changes in this schedule would obviously affect the costs. A combined Phase 1 and 2 project was assumed to commence in the Spring of 2011.

Acquiring materials before complete bid documents are released (i.e. Early Bid Packages) may benefit the Owner even further due to the current highly competitive marketplace.

Cost Estimate assumes a competitive bidding market, with multiple bids received. Overhead and Profit is estimated by cost estimators to be average. This fluctuates with demand for construction services.

We were asked to look at the benefits of Phased construction and a single project. After reviewing the cost estimates and discussing the project with manufacturers, we would recommend a single project schedule, if feasible. The single largest contract within the proposed project is for the precast cells. Purchasing the cells for the entire proposed project saves the Owner over \$1 Million. Additionally, there are added Contractor costs to mobilize on a jobsite twice or more. The anticipated escalation costs of construction will possibly outpace inflation. Between 2004 and 2008, costs for materials outpaced inflation by a wide margin. Over the last 18 months, this trend has slowed, but is not guaranteed to continue as construction projects restart. Overall the single project saves more than \$2.6 Million from the total project cost.

## Next Steps

- Review the cost estimate to understand the implications of scheduling decisions
- Review allowances and alternates, and determine when these projects will occur
- Develop financing strategy, which may include bonds, state, federal and energy grants, etc.
- Review potential income generation from outsourcing added bed capacity
- Develop an operational budget which includes the energy savings that may be realized as well as added staffing costs, etc.
- Depending on the schedule for the Phased or Single Project construction, consider a maintenance renovation project to replace carpet, add acoustical treatment, replace boilers, add an enclosed intake shower, renovate the public reception post, etc.
- Develop Program and Schematic Design plans



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July 20, 2016

TO THE HONORABLE CHAIRMAN AND MEMBERS  
OF THE BROWN COUNTY BOARD OF SUPERVISORS

Ladies and Gentlemen:

**RESOLUTION REGARDING REORGANIZATION OF THE  
SHERIFF'S DEPARTMENT TABLE OF ORGANIZATION  
HOUSING CORPORAL AND INTAKE CORPORAL**

WHEREAS, the Sheriff's Department ("Department") table of organization currently includes 12.0 FTE Housing Corporal positions and 6.00 FTE Intake Corporal positions in the Jail Division; and,

WHEREAS, the Intake Corporal position duties are more complex than the Housing Corporal position duties; specifically, as relating to the responsibilities for reviewing legal paperwork and inmate documents at the time of booking and release from custody. The Intake Corporal position will be cross trained in the Housing Corporal position responsibilities; and,

WHEREAS, the Intake Corporals get forced to work overtime on a regular basis and have limited options for trading shifts, making this a less desirable position than the Housing Corporal position; and,

WHEREAS, a significant amount of overtime is incurred due to the limited number of Intake Corporal positions in the current table of organization structure; and,

WHEREAS, the Department has requested to reorganize their structure by reducing the number of Housing Corporals from 12.00 FTE to 9.00 FTE and increasing the number of Intake Corporals from 6.00 FTE to 9.00 FTE. This would reduce overtime, increase efficiency and make the Intake Corporal position more desirable; and,

WHEREAS, the Human Resources Department in conjunction with the Sheriff's Department recommends the deletion of (3.00) FTE Housing Corporal positions and the addition

of 3.00 FTE Intake Corporal positions in the Sheriff's Department table of organization. There are currently three open positions so this change would cause minimal disruption; and,

WHEREAS, the cost of the reorganization will be offset by reduced overtime costs.

NOW, THEREFORE, BE IT RESOLVED by the Brown County Board of Supervisors, the reorganization of the Sheriff's Department table of organization by deleting (3.00) FTE Housing Corporal positions and adding 3.00 FTE Intake Corporal positions.

BE IT FURTHER RESOLVED by the Brown County Board of Supervisors, the cost of the reorganization will be offset by a savings in budgeted overtime funds.

**Budget Impact:**  
Sheriff's Department

<b>Partial Year Budget Impact (08/01/16 – 12/31/16)</b>	<b>FTE</b>	<b>Addition/ Deletion</b>	<b>Salary</b>	<b>Fringe</b>	<b>Total</b>
Housing Corporal @ \$24.57/hour	(3.00)	Deletion	\$(58,820)	\$(20,743)	\$(79,563)
Intake Corporal @ \$24.83/hour	3.00	Addition	\$ 59,442	\$ 20,836	\$ 80,278
Budgeted Overtime Savings					\$( 715)
<b>Annualized Budget Impact</b>					<b>\$ - 0 -</b>

<b>Annualized Budget Impact</b>	<b>FTE</b>	<b>Addition/ Deletion</b>	<b>Salary</b>	<b>Fringe</b>	<b>Total</b>
Housing Corporal @ \$24.57/hour	(3.00)	Deletion	\$(145,650)	\$(53,365)	\$(197,015)
Intake Corporal @ \$24.83/hour	3.00	Addition	\$ 147,192	\$ 51,595	\$ 198,787
Budgeted Overtime Savings					\$( 1,772)
<b>Annualized Budget Impact</b>					<b>\$ - 0 -</b>

*Fiscal Note: This resolution does not require an appropriation from the General Fund. The resolution has no projected fiscal impact on the Sheriff's 2016 Budget.*

Respectfully submitted,  
PUBLIC SAFETY COMMITTEE &  
EXECUTIVE COMMITTEE

6

Approved By:

\_\_\_\_\_  
TROY STRECKENBACH  
COUNTY EXECUTIVE

Date Signed: \_\_\_\_\_

Authored by Human Resources

Approved by Corporation Counsel

BOARD OF SUPERVISORS ROLL CALL # \_\_\_\_\_

\_\_\_\_\_  
Motion made by Supervisor \_\_\_\_\_

Seconded by Supervisor \_\_\_\_\_

SUPERVISORS	DIST. #	AYES	NAYS	ABSTAIN	EXCUSED
SIEBER	1				
DE WANE	2				
NICHOLSON	3				
HOYER	4				
GRUSZYNSKI	5				
LEFEBVRE	6				
ERICKSON	7				
ZIMA	8				
EVANS	9				
VANDER LEEST	10				
BUCKLEY	11				
LANDWEHR	12				
DANTINNE, JR	13				

SUPERVISORS	DIST. #	AYES	NAYS	ABSTAIN	EXCUSED
BRUSKY	14				
KATERS	15				
KASTER	16				
VAN DYCK	17				
LINSEN	18				
KNEISZEL	19				
CLANCY	20				
CAMPBELL	21				
MOYNIHAN, JR.	22				
BLOM	23				
SCHADEWALD	24				
LUND	25				
BECKER	26				

Total Votes Cast \_\_\_\_\_

Motion:      Adopted \_\_\_\_\_ Defeated \_\_\_\_\_ Tabled \_\_\_\_\_

6

HUMAN RESOURCES DEPARTMENT

Brown County

305 E. WALNUT STREET  
P.O. BOX 23600  
GREEN BAY, WI 54305-3600



BRITTANY ZAEHRINGER

PHONE (920) 448-4071 FAX (920) 448-6277 WEB: [www.co.brown.wi.us](http://www.co.brown.wi.us)

HUMAN RESOURCES DIRECTOR

**RESOLUTION/ORDINANCE SUBMISSION TO COUNTY BOARD**

**DATE:** June 21, 2016  
**REQUEST TO:** Public Safety Committee  
**MEETING DATE:** July 6, 2016  
**REQUEST FROM:** Brittany Zaehring  
Human Resources Director

**REQUEST TYPE:** ☒ New resolution ☐ Revision to resolution  
☐ New ordinance ☐ Revision to ordinance

**TITLE:** Resolution Regarding Reorganization of the Sheriff's Department Table of Organization  
(Housing Corporal and Intake Corporal)

**ISSUE/BACKGROUND INFORMATION:**

The Sheriff's Department table of organization currently includes 12.00 FTE Housing Corporal positions and 6.00 FTE Intake Corporal positions. There is a need for additional Intake Corporals who are responsible for reviewing legal paperwork and inmate documents at the time of booking and release from custody. Overtime costs would be reduced by having additional Intake Corporals. Intake Corporals will be cross trained in Housing Corporal responsibilities.

**ACTION REQUESTED:**

Reorganize the Sheriff's Department table of organization by deleting (3.00) FTE Housing Corporal positions and adding 3.00 FTE Intake Corporal positions.

**FISCAL IMPACT:**

**NOTE:** This fiscal impact portion is initially completed by requestor, but verified by the DOA and updated if necessary.

1. Is there a fiscal impact? ☐ Yes ☒ No
  - a. If yes, what is the amount of the impact? \$ \_\_\_\_\_
  - b. If part of a bigger project, what is the total amount of the project? \$ \_\_\_\_\_
  - c. Is it currently budgeted? ☒ Yes ☐ No
    1. If yes, in which account? Cost will be offset by a reduction in budgeted overtime funds.
    2. If no, how will the impact be funded?

☒ **COPY OF RESOLUTION OR ORDINANCE IS ATTACHED**

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**BROWN COUNTY  
POSITION DESCRIPTION**

**POSITION TITLE:** HOUSING (LANCE) CORPORAL

**REPORTS TO:** JAIL ADMINISTRATION (CAPTAIN)/JAIL LIEUTENANT WATCH  
COMMANDER

**DEPARTMENT:** SHERIFF/JAIL

**JOB SUMMARY:**

Provides supervision and direction to all staff and inmates in their assigned facility. Oversees work involving the care, safety, custody and detention of inmates in the Jail Division. Provides a positive rehabilitative influence to all inmates; ensures compliance with all applicable state and federal laws; and acts within the parameters of the Brown County Jail and Juvenile Detention Center policies and procedures.

**ESSENTIAL DUTIES:**

Effectively use physical force in order to control inmates that are not compliant with staff directives.

Control the behaviors of inmates in order to prevent disturbances, damage to the facility, assaults, escapes, death and/or great bodily harm.

Physical conditioning is required due to the environment in which they work. The Correctional Officer must be able to defend themselves and others from physical harm. They are either fit for duty or they are not able to function within the environment.

Effectively perform searches on individuals, cells and areas to prevent the introduction of contraband (weapons, drugs, etc.) into the facility.

Gather evidence; take crime scene photos, record statements of victims and witnesses in order to build criminal cases on incidents within the facility.

Perform rescue operations in the case of a fire emergency. These duties would include the following: donning SCBA; conducting searches in a smoke/fire filled environment to remove inmates from the area of danger and fire suppression with either extinguishers or hoses.

**ADDITIONAL DUTIES:**

Perform all Correctional Officer job duties above standards.

Supervise housing and security staff in the Jail Division.

Maintain security and discipline in the Jail Division.

Ensure compliance with policy and procedures for the Jail Division.

Encourage and support programming for the Jail Division.

Oversee operations in the Jail Division.

Maintain professional working relationships with stakeholders (Attorneys, Volunteers, Probation and Parole, Law Enforcement Agencies, etc.).

Review logs, progress notes, incident reports, etc.

Evaluate and determine training needs of Jail Division staff.

Conduct routine inspection and maintenance of jail equipment.

Answer inquiries regarding departmental policies or regulations or refer inquiries to the proper department or official.

Perform all other duties as directed by competent authority.

#### **MATERIALS AND EQUIPMENT USED:**

Restraints (Handcuffs, RIPP restraints, Restraint Chair, etc.)

Use of Force Equipment (Taser, Baton, Oleoresin Capsicum (OC), etc.)

Magnetometer (Metal Detector) and Hand held metal detector

SCBA (Self Contained Breathing Apparatus) and Gas Masks Pulse-ox Machine (medical)

AED (Automated External Defibrillator)

Multiple Computer systems (Inmate Management System, Security Electronics, Photo Imaging System, Fingerprint System, Inmate Commissary Account, Inmate Phone System, Fire Support System, Radio System, etc.)

General office equipment (Scanner, Fax, Copiers)

#### **MINIMUM QUALIFICATIONS REQUIRED:**

##### **Education and Experience:**

Associates Degree in Correctional Science, Police Science or Sociology, or a Bachelor's Degree from an accredited university or college in a related field preferred; or any equivalent combination of education, training, and experience which provides the necessary knowledge, skills, and abilities. Two years of facility specific correctional experience in the Brown County Jail.

##### **Licenses and Certifications:**

Jail Certification

First Aid, A.E.D. and C.P.R. Certification

Notary Public



**Knowledge, Skills, and Abilities:**

Ability to defend themselves and others from physical assault.

Ability to physically control the behavior of combative / assaultive inmates. Ability to recognize dangerous behaviors prior to a physical assault.

Ability to work in confined spaces.

Ability to quickly remove an inmate from a dangerous situation and in case of fire or other emergency, supervise the immediate evacuation of inmates.

Knowledge of department policies and procedures.

Knowledge of and ability to utilize a computer and required software.

Knowledge of federal and state laws which apply to jails and secure detention facilities and of related care, treatment and security programs.

Knowledge of techniques in inmate control and precautionary measures used in escorting and supervising inmate work details.

Knowledge of rules and regulations governing the secure detention facility including Wisconsin Department of Corrections Administrative Codes 350, 348 and 346.

Knowledge of inmate behavior, interpersonal relations and social interactions.

Knowledge of methods and practices of jail security.

Ability to serve as a positive role model for inmates and provide effective direction and Supervision.

Ability to establish and maintain effective customer service relationships with staff and the public.

Ability to adapt to the changing procedures as they apply to the different sections and different classifications of inmates within the jail.

Ability to communicate and respond effectively to both oral and written instructions.

Notary Public for the Jail Division.

Ability to work the required hours of the position.

**PHYSICAL DEMANDS:**

Ability to pass the initial physical screening (supporting a 140# dummy, stair run with SCBA, dummy drag, etc.).

Ability to physically control an inmate resisting verbal direction.

Ability to physically restrain inmates when dealing with physical confrontation.

Intermittent standing, walking and sitting; occasional driving.

Using hand(s)/feet for repetitive single grasping, fine manipulation, pushing and pulling and operating controls.

Intermittent bending, twisting, squatting, climbing, reaching and grappling.

Distinguishing sounds at various frequencies and volumes.

Distinguishing people or objects at varied distances under a variety of light conditions.

This position description should not be interpreted as all-inclusive. It is intended to identify the major responsibilities and requirements of this job. The incumbents may be requested to perform job-related responsibilities and tasks other than those stated in this description.

Revised: 9/10/15

**BROWN COUNTY  
POSITION DESCRIPTION**

**POSITION TITLE:** INTAKE CORPORAL

**REPORTS TO:** JAIL ADMINISTRATOR (CAPTAIN)/JAIL LIEUTENANT  
WATCH COMMANDER

**DEPARTMENT:** SHERIFF/JAIL

**JOB SUMMARY:**

Responsible for overseeing all intake operations in the Brown County Jail. Ensures that all inmates are processed and released in compliance with all applicable county codes, city ordinances and applicable state and federal laws. Provides supervision and direction to all staff and inmates in their assigned facility. Oversees work involving the care, safety, custody and detention of inmates in the Jail Division. Provides a positive rehabilitative influence to all inmates; ensures compliance with all applicable state and federal laws; and acts within the parameters of the Brown County Jail and Juvenile Detention Center policies and procedures.

**ESSENTIAL DUTIES:**

Effectively use physical force in order to control inmates that are not compliant with staff directives.

Control the behaviors of inmates in order to prevent disturbances, damage to the facility, assaults, escapes, death and/or great bodily harm.

Physical conditioning is required due to the environment in which they work. The Correctional Officer must be able to defend themselves and others from physical harm. They are either fit for duty or they are not able to function within the environment.

Effectively perform searches on individuals, cells and areas to prevent the introduction of contraband (weapons, drugs, etc.) into the facility.

Gather evidence; take crime scene photos, record statements of victims and witnesses in order to build criminal cases on incidents within the facility.

Perform rescue operations in the case of a fire emergency. These duties would include the following: donning SCBA; conducting searches in a smoke/fire filled environment to remove inmates from the area of danger and fire suppression with either extinguishers or hoses.

**ADDITIONAL DUTIES:**

Perform all Correctional Officer job duties above standards.

Supervise intake, visiting and security staff in the Jail Division.

Maintain security and discipline in the Intake and Visiting areas.

6

Ensure compliance with policy and procedures for the Jail Division.

Maintain professional working relationships with stakeholders (Attorneys, Volunteers, Probation and Parole, Law Enforcement Agencies, Courts, etc.).

Run criminal histories, warrant inquiries on bookings and releases.

Oversee the mandated collection of DNA for new arrests.

Ensure compliance with the collection of photos and fingerprints for the State and Federal databases.

Review logs, progress notes, incident reports, etc.

Ensure all court paperwork is accurately entered. Follow up with Clerk of Courts on concerns/questions in paperwork.

Evaluate and determine training needs of Intake/Visitation staff.

Conduct routine inspection and maintenance of jail equipment.

Answer inquiries regarding departmental policies or regulations or refer inquiries to the proper department or official.

Assess new/current inmates for medical/mental health risks based upon good correctional practice and current Jail Division policy.

Create court scheduling for new bookings.

Maintain accurate intake, release and disposal of inmate property.

Notary Public for Jail Division.

Perform all other duties as directed by competent authority.

#### **MATERIALS AND EQUIPMENT USED:**

Restraints (Handcuffs, RIPP restraints, Restraint Chair, etc.)

Use of Force Equipment (Taser, Baton, Oleoresin Capsicum (OC), etc.)

Magnetometer (Metal Detector) and Hand held metal detector

SCBA (Self Contained Breathing Apparatus) and Gas Masks

Pulse-ox Machine (medical)

AED (Automated External Defibrillator)

Multiple Computer systems (Inmate Management System, Security Electronics, Photo Imaging System, Fingerprint System, Inmate Commissary Account, Inmate Phone System, Fire Support System, Radio System, etc.)

State of Wisconsin T.I.M.E. system

VINELINK – Victim Identification Notification Everyday system

DNA Collection Kits

General office equipment (Scanner, Fax, Copiers)

#### **MINIMUM QUALIFICATIONS REQUIRED:**

##### **Education and Experience:**

Associate's Degree in Correctional Science, Police Science or Sociology, or a Bachelor's Degree

6

from an accredited university or college in a related field preferred; or any equivalent combination of education, training, and experience which provides the necessary knowledge, skills, and abilities. Two years of facility specific correctional experience in the Brown County Jail.

**Licenses and Certifications:**

- Jail Certification
- First Aid, A.E.D. and C.P.R. Certification
- State of Wisconsin - T.I.M.E. certification – basic and advanced
- Notary Public

**Knowledge, Skills, and Abilities:**

Ability to defend themselves and others from physical assault.

Ability to physically control the behavior of combative / assaultive inmates.

Ability to recognize dangerous behaviors prior to a physical assault.

Ability to work in confined spaces.

Ability to quickly remove an inmate from a dangerous situation and in case of fire or other emergency, supervise the immediate evacuation of inmates.

Knowledge of department policies and procedures.

Knowledge of and ability to utilize a computer and required software.

Knowledge of federal and state laws which apply to jails and secure detention facilities and of related care, treatment and security programs.

Knowledge of techniques in inmate control and precautionary measures used in escorting and supervising inmate work details.

Knowledge of rules and regulations governing the secure detention facility including Wisconsin Department of Corrections Administrative Codes 350, 348 and 346.

Knowledge of inmate behavior, interpersonal relations and social interactions.

Knowledge of methods and practices of jail security.

Ability to serve as a positive role model for inmates and provide effective direction and Supervision.

Ability to establish and maintain effective customer service relationships with staff and the public.

Ability to adapt to the changing procedures as they apply to the different sections and different classifications of inmates within the jail.

Ability to communicate and respond effectively to both oral and written instructions.

Ability to work the required hours of the position.

**PHYSICAL DEMANDS:**

Ability to pass the initial physical screening (supporting a 140# dummy, stair run with SCBA,

dummy drag, etc.).

Ability to physically control an inmate resisting verbal direction.

Ability to physically restrain inmates when dealing with physical confrontation.

Intermittent standing, walking and sitting; occasional driving.

Using hand(s)/feet for repetitive single grasping, fine manipulation, pushing and pulling and operating controls.

Intermittent bending, twisting, squatting, climbing, reaching and grappling.

Distinguishing sounds at various frequencies and volumes.

Distinguishing people or objects at varied distances under a variety of light conditions.

This position description should not be interpreted as all-inclusive. It is intended to identify the major responsibilities and requirements of this job. The incumbents may be requested to perform job-related responsibilities and tasks other than those stated in this description.

Revised: 9/9/15

July 20, 2016

TO THE HONORABLE CHAIRMAN AND MEMBERS  
OF THE BROWN COUNTY BOARD OF SUPERVISORS

Ladies and Gentlemen:

**RESOLUTION REGARDING RECLASSIFICATION OF THE  
LTE LEGAL ASSISTANT I POSITION IN THE  
DISTRICT ATTORNEY'S OFFICE TABLE OF ORGANIZATION**

WHEREAS, the Brown County District Attorney's Office table of organization currently includes a 1.00 FTE LTE Legal Assistant I position ("Position"); and

WHEREAS, this Position is performing highly responsible, complex and confidential legal secretarial and clerical work assisting the attorneys in the District Attorney's Office.

WHEREAS, it was determined that this Position is performing duties more in line with the duties performed by the Legal Assistant II position; and,

WHEREAS, the level of responsibility and the knowledge, skills, and abilities necessary to perform the required duties of this Position are similar to a Legal Assistant II; and,

WHEREAS, the Human Resources Department in conjunction with the District Attorney's Office recommend the reclassification of 1.00 FTE LTE Legal Assistant I position to 1.00 FTE Legal Assistant II position in Pay Grade 14 of the Classification and Compensation Plan; and,

WHEREAS, funds to cover the costs resulting from the reclassification of this Position are available in the District Attorney's Personnel Budget.

NOW, THEREFORE, BE IT RESOLVED by the Brown County Board of Supervisors, the reclassification of 1.00 FTE LTE Legal Assistant I position in the District Attorney's Office table of organization to 1.00 FTE Legal Assistant II position in Pay Grade 14 of the Classification and Compensation Plan.

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**Budget Impact:**

District Attorney

<b>Partial Year Budget Impact (7/1/15 – 12/31/16)</b>	<b>FTE</b>	<b>Addition/ Deletion</b>	<b>Salary</b>	<b>Fringe</b>	<b>Total</b>
LTE Legal Assistant I	(1.00)	Deletion	\$(16,380)	\$( 7,406)	\$(23,786)
Legal Assistant II	1.00	Addition	\$ 18,476	\$ 7,719	\$ 26,195
<b>Partial Year Budget Impact</b>			<b>\$ 2,096</b>	<b>\$ 313</b>	<b>\$ 2,409</b>

<b>Annualized Budget Impact</b>	<b>FTE</b>	<b>Addition/ Deletion</b>	<b>Salary</b>	<b>Fringe</b>	<b>Total</b>
LTE Legal Assistant I	(1.00)	Deletion	\$(32,760)	\$(14,813)	\$(47,573)
Legal Assistant II	1.00	Addition	\$ 36,953	\$ 15,438	\$ 52,391
<b>Annualized Budget Impact</b>			<b>\$ 4,193</b>	<b>\$ 625</b>	<b>\$ 4,818</b>

*Fiscal Note: This resolution does not require an appropriation from the General Fund. The District Attorney will be able to absorb the increased cost within his 2016/2017 Budget.*

Respectfully submitted,  
PUBLIC SAFETY COMMITTEE &  
EXECUTIVE COMMITTEE

Approved By:

---

TROY STRECKENBACH  
COUNTY EXECUTIVE

Date Signed: \_\_\_\_\_

Authored by Human Resources

Approved by Corporation Counsel's Office

7a



**BROWN COUNTY  
POSITION DESCRIPTION**

**POSITION TITLE:** LEGAL ASSISTANT II

**REPORTS TO:** OFFICE MANAGER II

**DEPARTMENT:** DISTRICT ATTORNEY

**JOB SUMMARY:**

Performs moderately complex and responsible legal secretarial work of a non-routine nature to assist professional legal staff.

**ESSENTIAL DUTIES:**

Drafts criminal complaints, offer memos, summons, information's, amended criminal complaints, amended information's, motions, jury instructions, warrants, subpoenas, order to produce and miscellaneous correspondence including letters and memorandums.

Notifies law enforcement officers, victim/witnesses and professionals for hearings.

Enters data information on case files.

Compiles data and prepares various reports in compliance with departmental regulations and policies, state statutes, and constitutional law.

Maintains a calendar or record of appointments, meetings, court hearings and other events.

Maintains case files, assists attorneys in meeting statutory and court deadlines and makes appointments as instructed and issues reminders.

Performs receptionist and/or counter duties, answers inquiries regarding departmental policies and regulations and services, explains court processes; provides information relating to cases or refers inquiries to the proper official or department.

Opens, sorts, dates, and distributes mail and prepares articles for mailing.

Occasionally runs files to court

Reproduces multiple copies of work.

May assist and/or assume assigned responsibilities of Office Manager.

**NON-ESSENTIAL DUTIES**

Performs related functions as assigned.

**MATERIALS AND EQUIPMENT USED:**

General office equipment  
Computer

**MINIMUM QUALIFICATIONS REQUIRED:**

**Education and Experience:**

High school diploma supplemented by legal secretarial/paralegal courses required, plus three years legal office experience; or any equivalent combination of education, training and experience which provides the necessary knowledge, skills and abilities.

**Licenses and Certifications:**

Ability to become Time Certified.

**Knowledge, Skills and Abilities:**

Knowledge of general office skills, practices and procedures.

Knowledge of English grammar, spelling, legal terminology, and the court system.

Knowledge of simple bookkeeping.

Knowledge of assigned department operations, organization, terminology, policies, procedures and laws governing the department operations or ability to acquire such knowledge during a reasonable period of training.

Knowledge of and ability to utilize a computer and the required software.

Ability to type at a minimum rate of 50 net words per minute.

Ability to make basic arithmetic calculations.

Ability to effectively utilize transcription equipment.

Ability to follow fairly complex oral and written instructions.

Ability to answer inquiries and complaints with tact and courtesy.

Ability to accept responsibility, exercise independent judgment and make appropriate decisions.

Ability to maintain the confidentiality of departmental practices, as applicable.

Ability to independently prepare routine and non-routine legal documents and correspondence and comprehend/interpret and summarize various documents.

Ability to instruct, assign work, train and monitor the work of others.

Ability to communicate effectively both orally and in writing.

Ability to establish and maintain effective working relationships with staff and the public.

7a

Ability to work the required hours of the position.

**PHYSICAL DEMANDS**

Lifting 20 pounds maximum with frequent lifting and/or carrying of objects weighing up to 10 pounds.

Intermittent standing, walking and sitting.

Using hand(s)/feet for repetitive single grasping, fine manipulation, pushing and pulling, and operating controls.

Occasional bending, twisting, squatting, climbing, reaching, and grappling.

Communicating orally in a clear manner.

Distinguishing sounds at various frequencies and volumes.

Distinguishing people or objects at varied distances under a variety of light conditions.

This position description should not be interpreted as all inclusive. It is intended to identify the major responsibilities and requirements of this job. The incumbents may be requested to perform job-related responsibilities and tasks other than those stated in this description.

Reviewed: 05/17/16

HUMAN RESOURCES DEPARTMENT

Brown County

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HUMAN RESOURCES DIRECTOR

**RESOLUTION/ORDINANCE SUBMISSION TO COUNTY BOARD**

**DATE:** May 16, 2016  
**REQUEST TO:** Public Safety Committee  
**MEETING DATE:** June 1, 2016  
**REQUEST FROM:** Brittany Zaehring  
Human Resources Director

**REQUEST TYPE:** ☒ New resolution ☐ Revision to resolution  
☐ New ordinance ☐ Revision to ordinance

**TITLE:** Resolution Regarding Reclassification of the LTE Legal Assistant I Position in the District Attorney's Office Table of Organization

**ISSUE/BACKGROUND INFORMATION:**

It has been determined that the LTE Legal Assistant I position in the District Attorney's Office is performing duties more in line with the Legal Assistant II position. The level of responsibility and the knowledge, skills and abilities necessary to perform the required duties of this position are similar to a Legal Assistant II.

**ACTION REQUESTED:**

Reclassify 1.00 FTE LTE Legal Assistant I position to 1.00 FTE Legal Assistant II position in the District Attorney's table of organization.

**FISCAL IMPACT:**

**NOTE:** This fiscal impact portion is initially completed by requestor, but verified by the DOA and updated if necessary.

1. Is there a fiscal impact? ☒ Yes ☐ No
  - a. If yes, what is the amount of the impact? \$2,409 Partial Year / \$4,818 Annualized
  - b. If part of a bigger project, what is the total amount of the project? \$
  - c. Is it currently budgeted? ☒ Yes ☐ No
    1. If yes, in which account? District Attorney's salary and fringe accounts
    2. If no, how will the impact be funded?

☒ **COPY OF RESOLUTION OR ORDINANCE IS ATTACHED**

7a